WESS

Module 4

Chopping and Releasing HAZREPs

About this module

The following hyperlinks should help you navigate your way through this module on how to Route, Select a Community of Interest, and Release your Hazrep to the Safety Center... Or you can just go page-by-page through this module.

Click here to review how to Validate your report

Click here to learn how to enter your Chop Chain reviewer info (Chain of Command)

Click here to learn how to enter your Community of Interest (formerly known as a CAD)

Click here to learn how to enter your Endorsement chain

Click here to see how to make a paper copy of your report

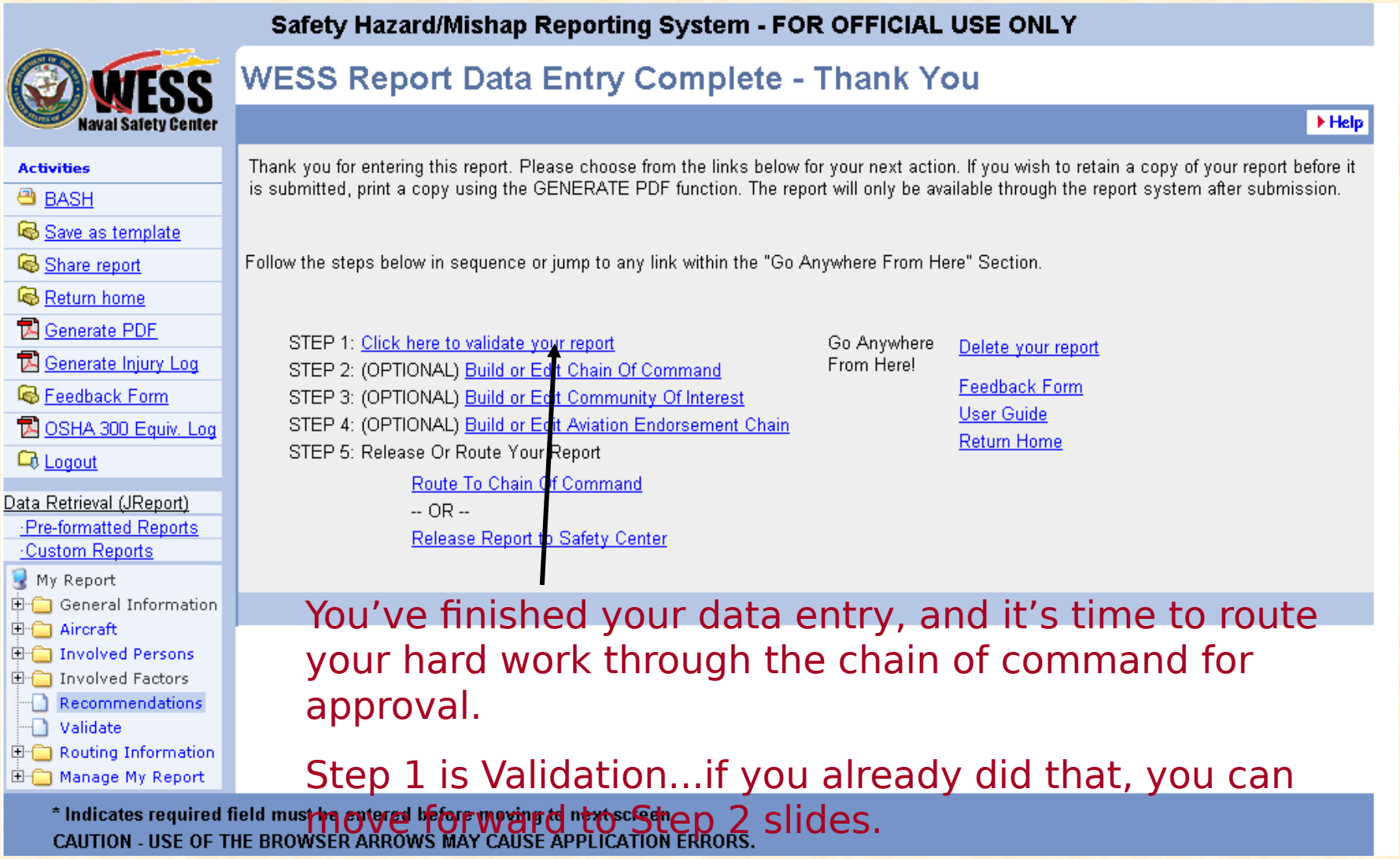
Click here to learn how to initiate the routing process for your internal chop chain

Click here to for instructions on how to Review a Hazrep

Click here to learn how to reject a Hazrep you're reviewing

Click here to learn how to release your report to the Safety Center, and to commence the endorsement process

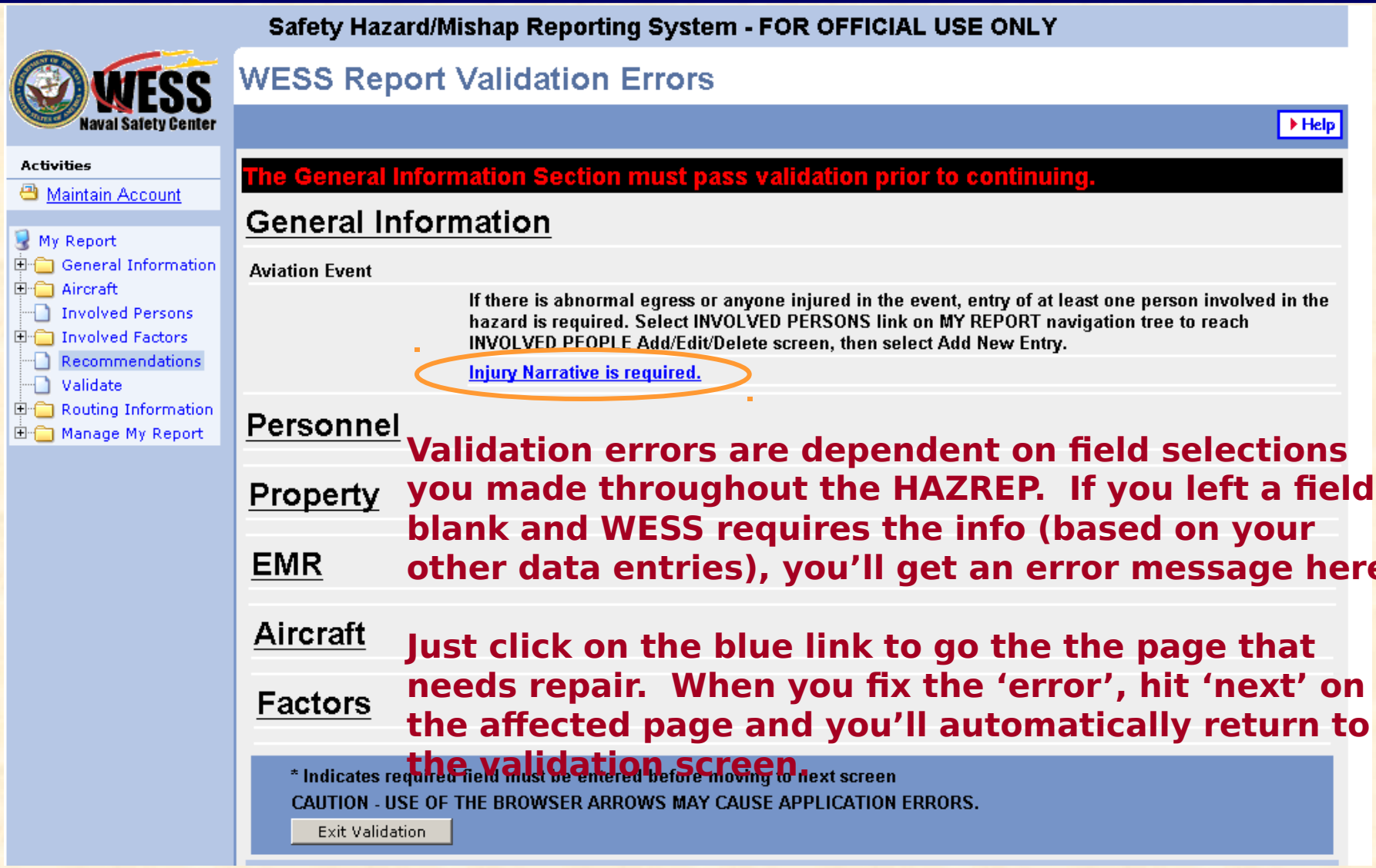
You've gotten this far...



You've finished your data entry, and it's time to route your hard work through the chain of command for approval.

Step 1 is Validation...if you already did that, you can move forward to Step 2 slides.

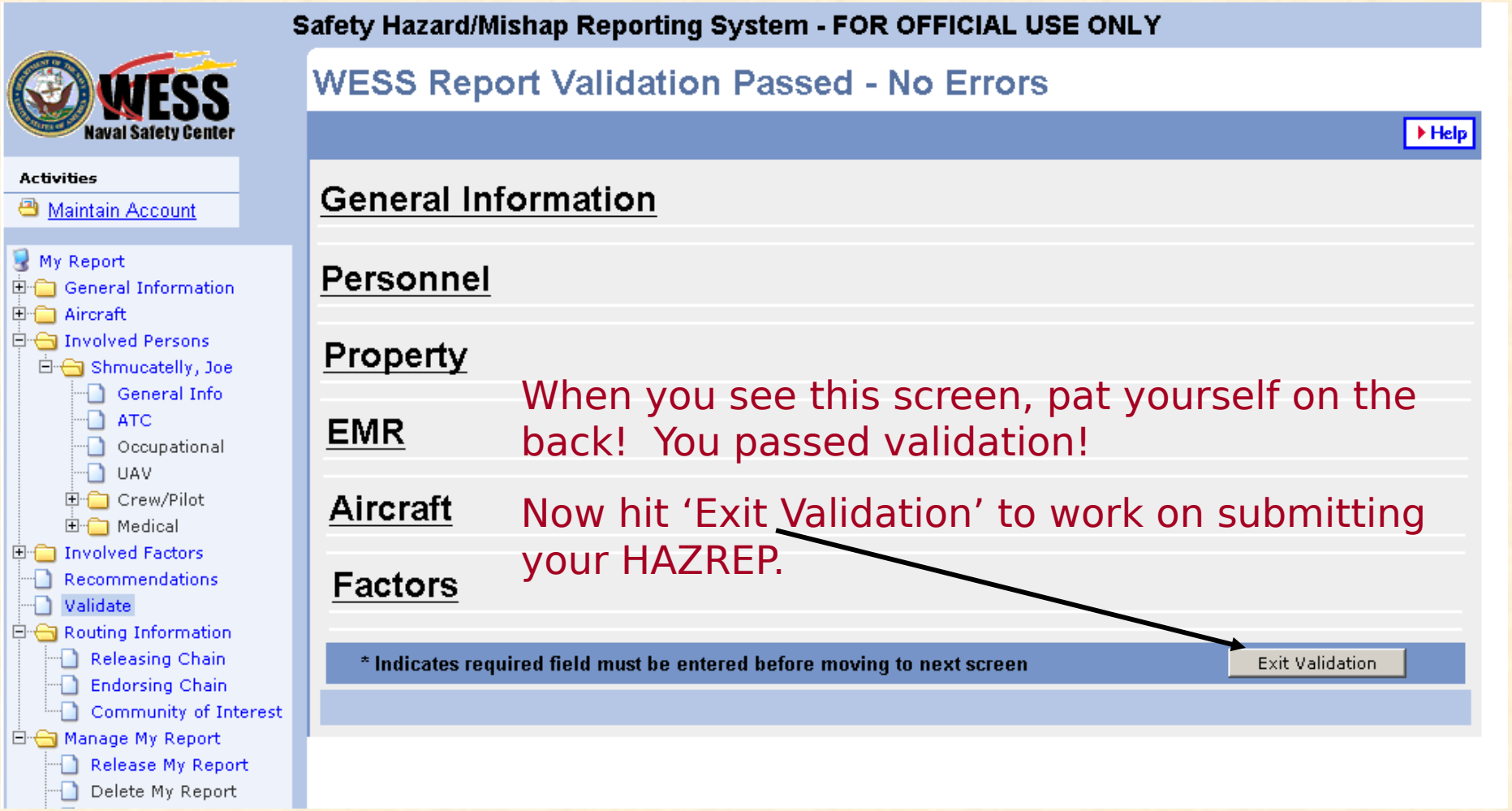
End of Report Validation



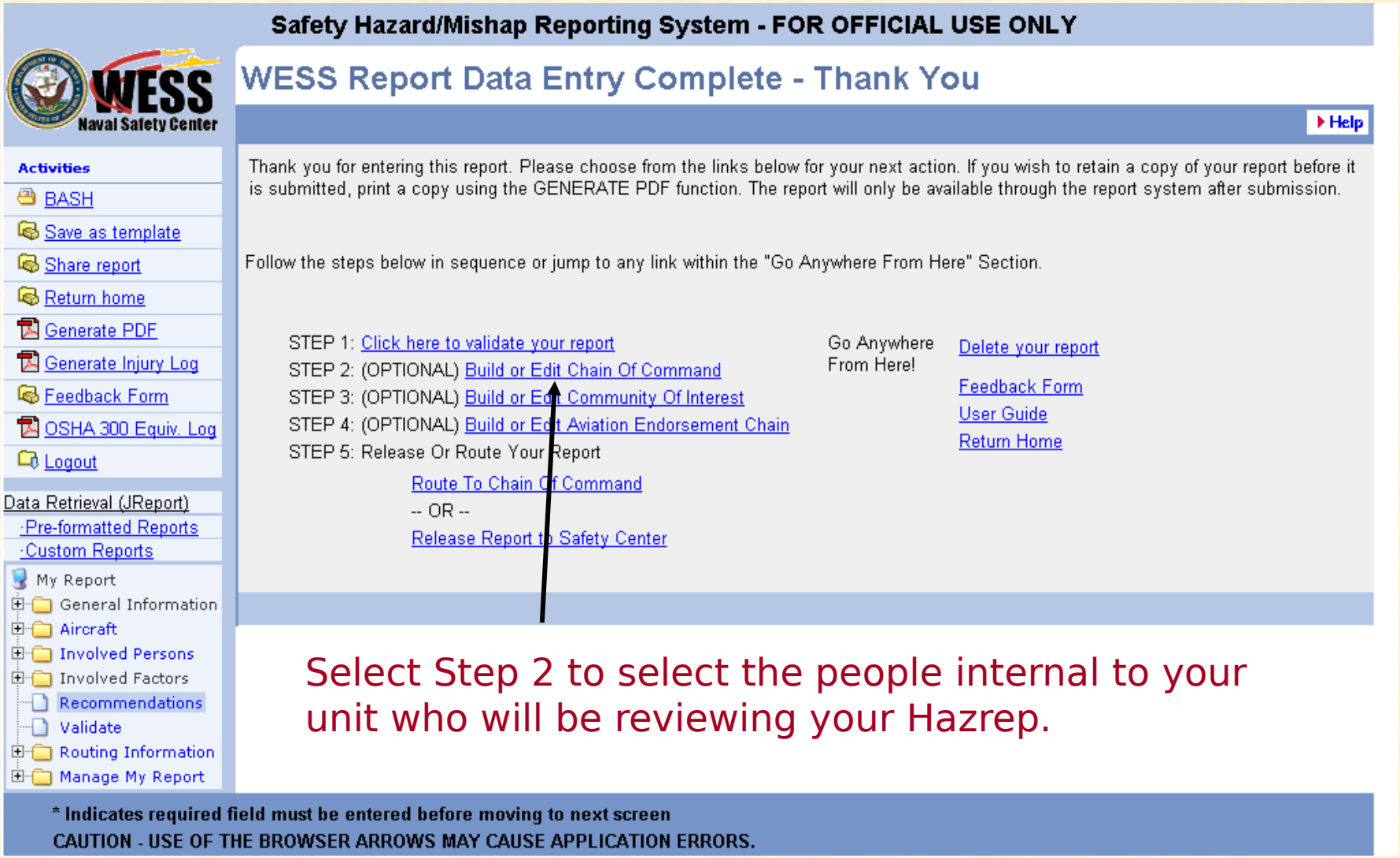
Validation errors are dependent on field selections you made throughout the HAZREP. If you left a field blank and WESS requires the info (based on your other data entries), you'll get an error message here.

Just click on the blue link to go the the page that needs repair. When you fix the 'error', hit 'next' on the affected page and you'll automatically return to the validation screen.

Submitting Your Hard Work

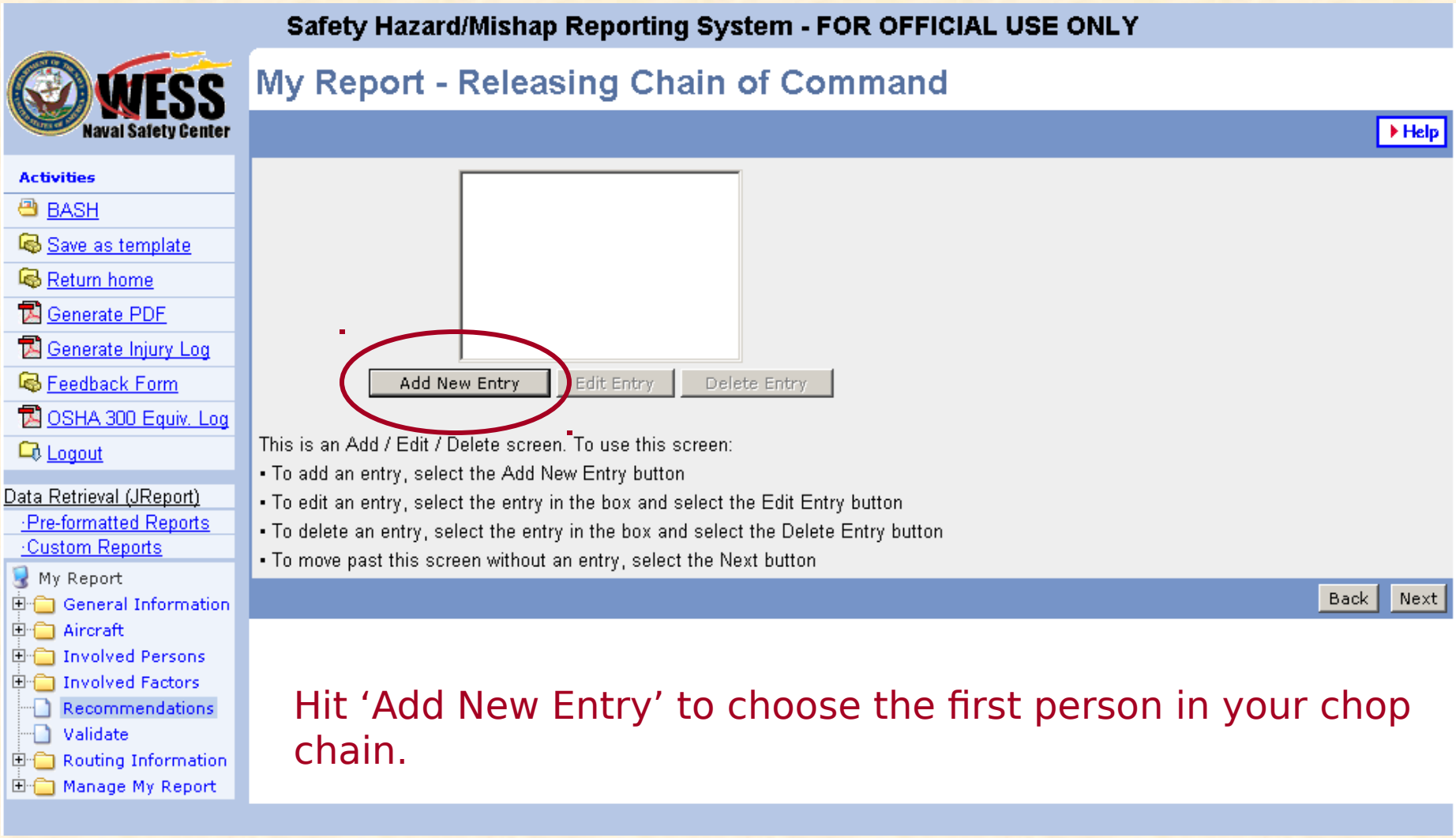


Step 2: Your Chop Chain



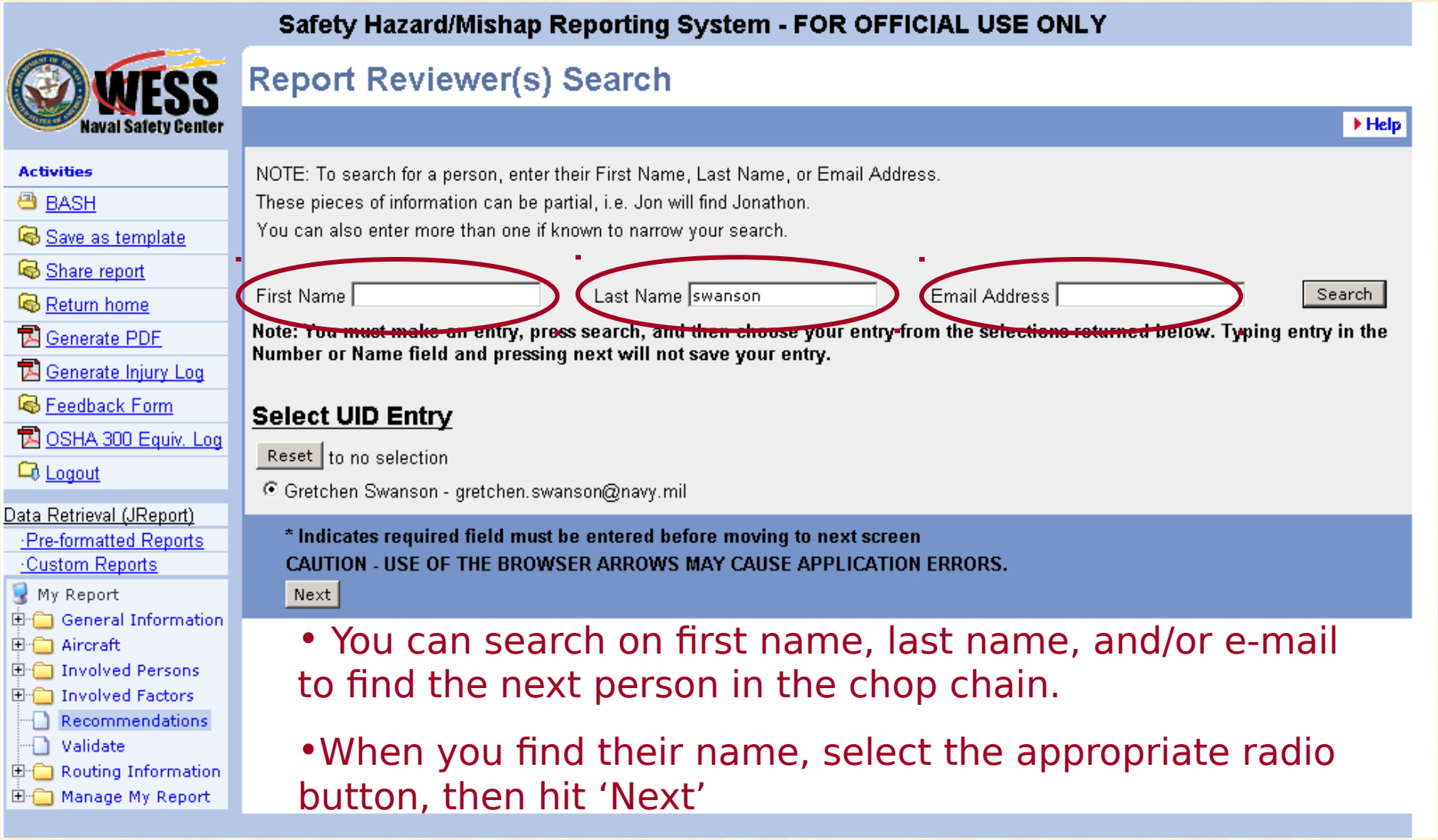
Select Step 2 to select the people internal to your unit who will be reviewing your Hazrep.

Start the Chop Chain



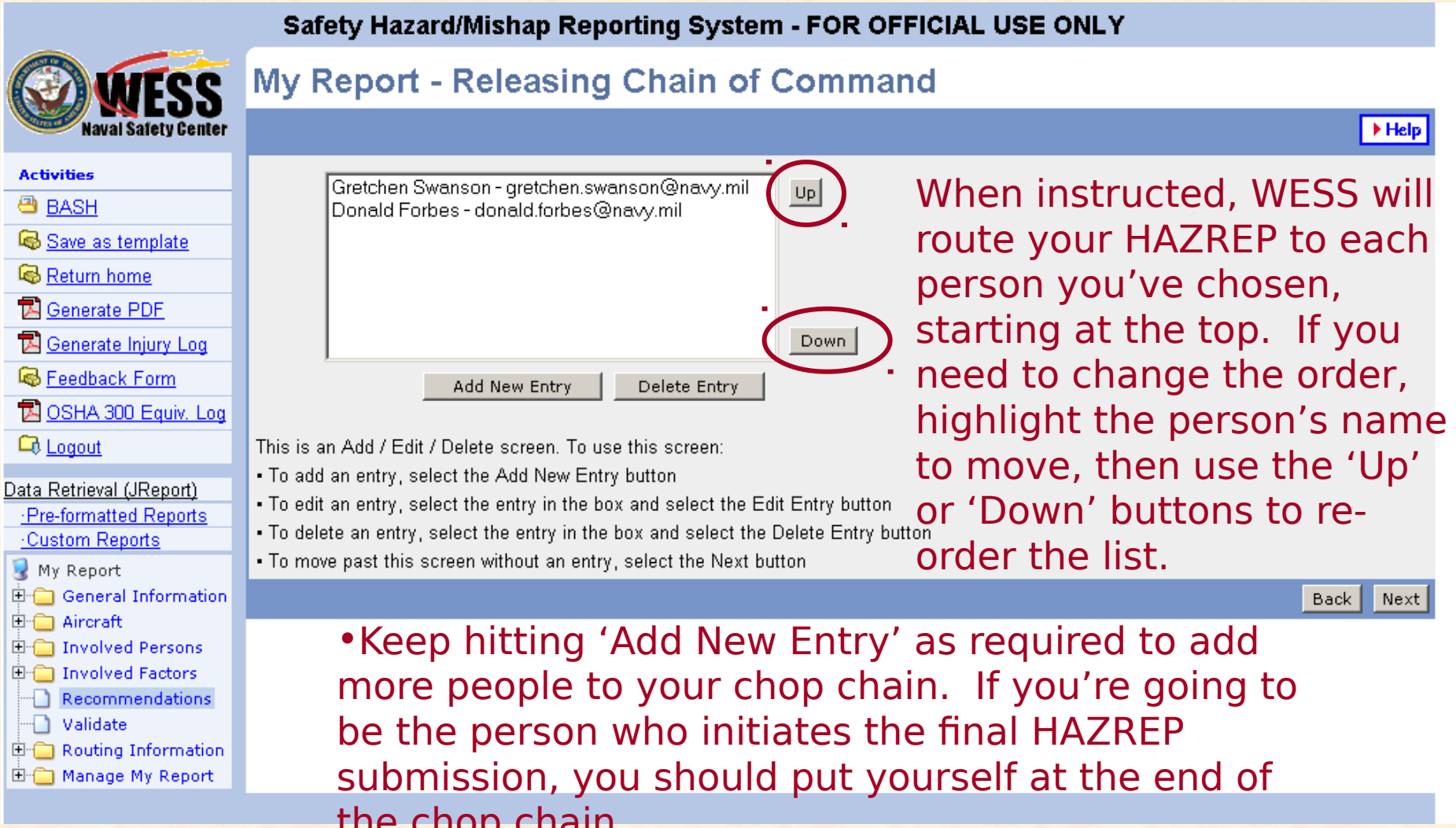
Hit ‘Add New Entry’ to choose the first person in your chop chain.

Choose your Reviewer



- You can search on first name, last name, and/or e-mail to find the next person in the chop chain.
- When you find their name, select the appropriate radio button, then hit ‘Next’

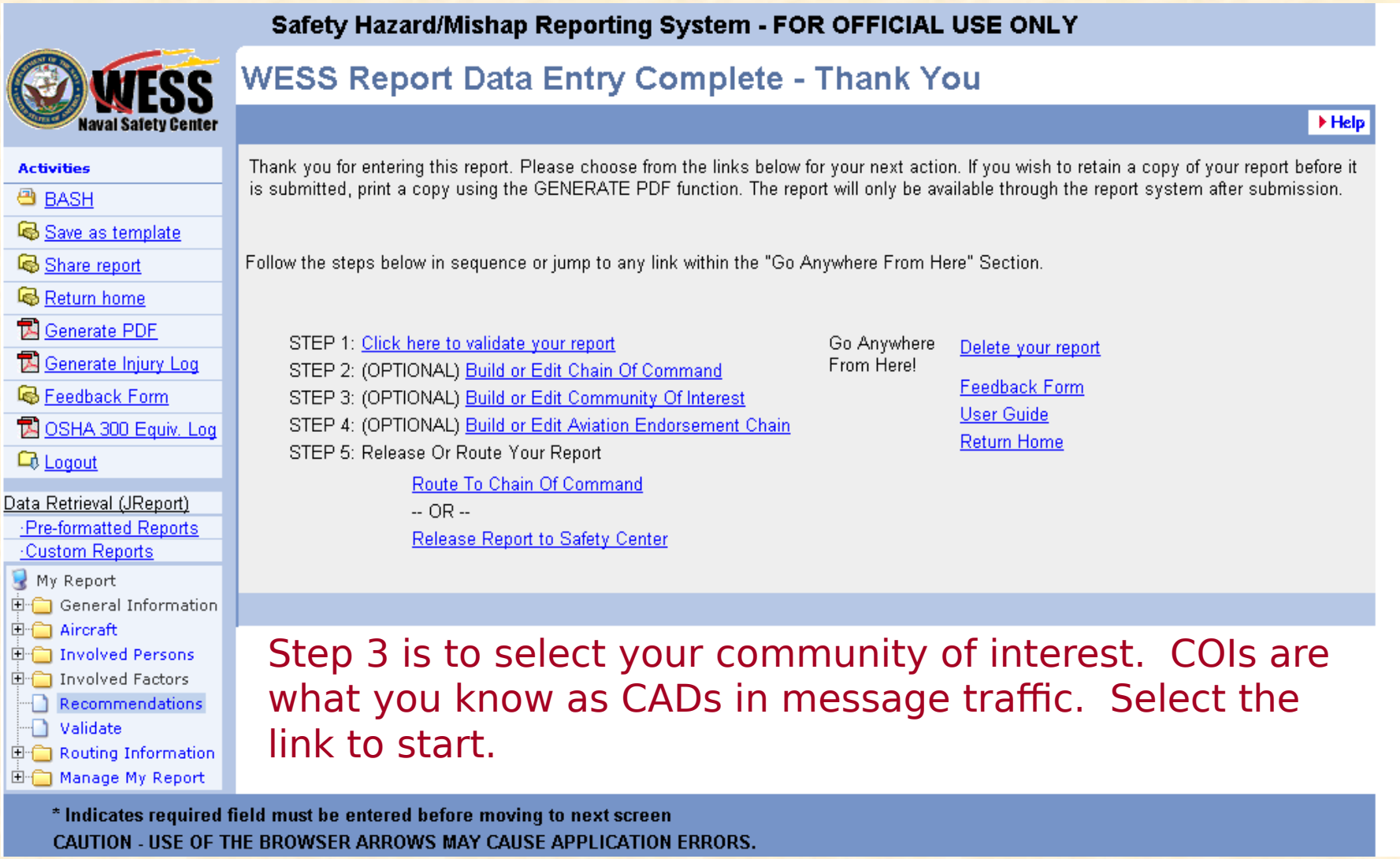
Adjusting the Chopping Order



When instructed, WESS will route your HAZREP to each person you've chosen, starting at the top. If you need to change the order, highlight the person's name to move, then use the 'Up' or 'Down' buttons to re-order the list.

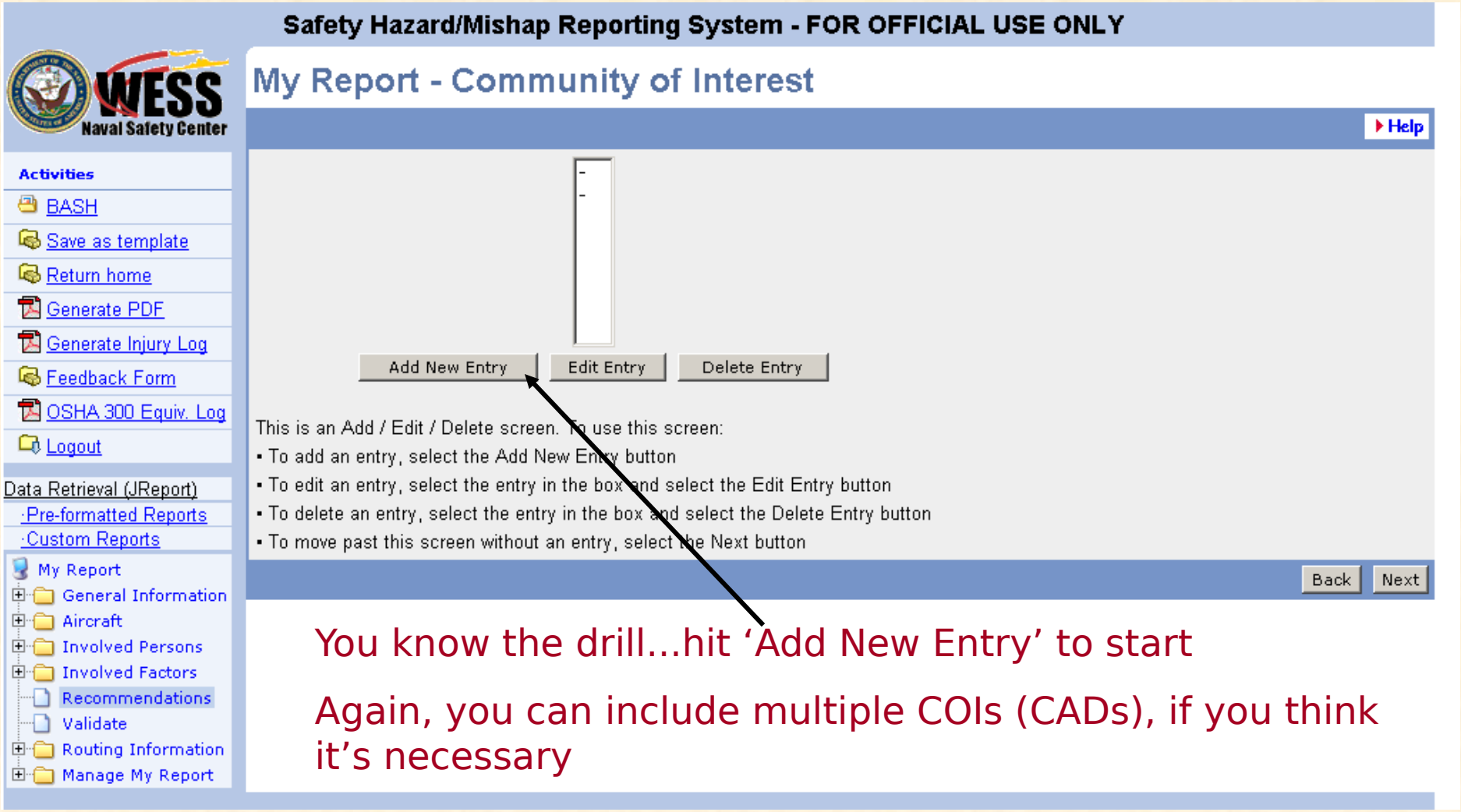
- Keep hitting 'Add New Entry' as required to add more people to your chop chain. If you're going to be the person who initiates the final HAZREP submission, you should put yourself at the end of the chop chain.
- Hit 'Next' to move to the next step.

Step 3: Community of Interest



Step 3 is to select your community of interest. COIs are what you know as CADs in message traffic. Select the link to start.

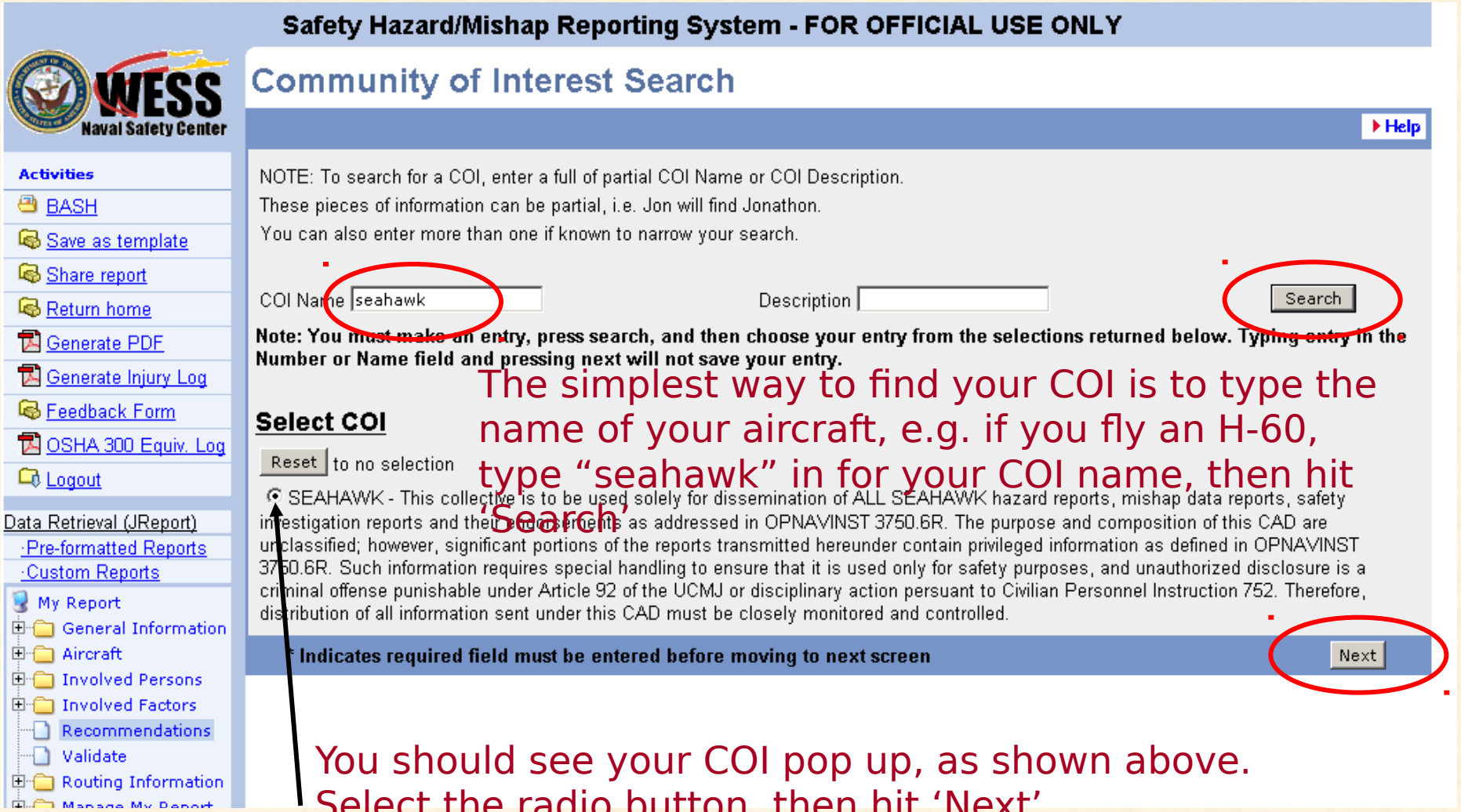
COI entry, continued



You know the drill…hit ‘Add New Entry’ to start

Again, you can include multiple COIs (CADs), if you think it’s necessary

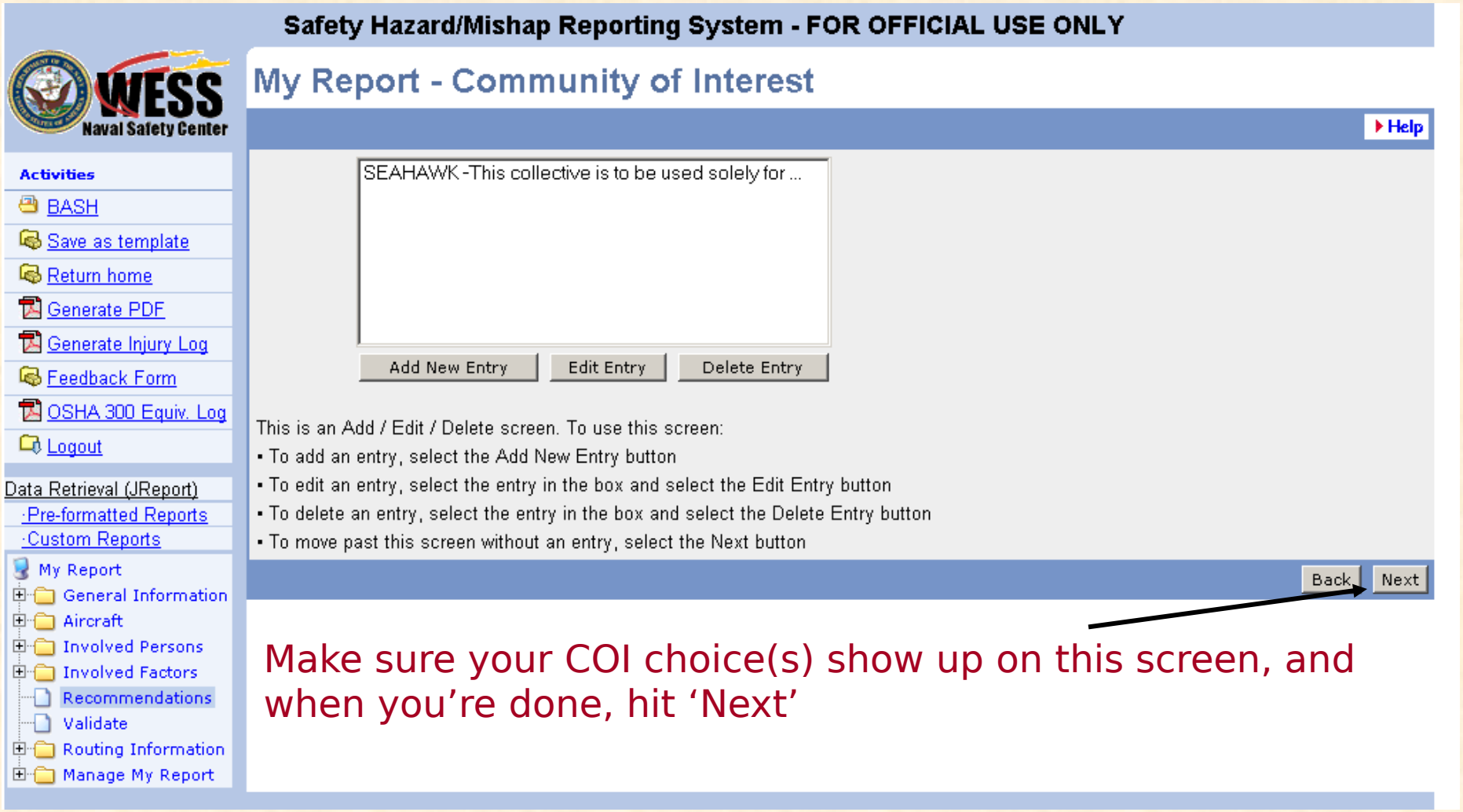
Finding your COI



The simplest way to find your COI is to type the name of your aircraft, e.g. if you fly an H-60, type “seahawk” in for your COI name, then hit ‘Search’.

You should see your COI pop up, as shown above. Select the radio button, then hit ‘Next’.

Double Check Your Choice

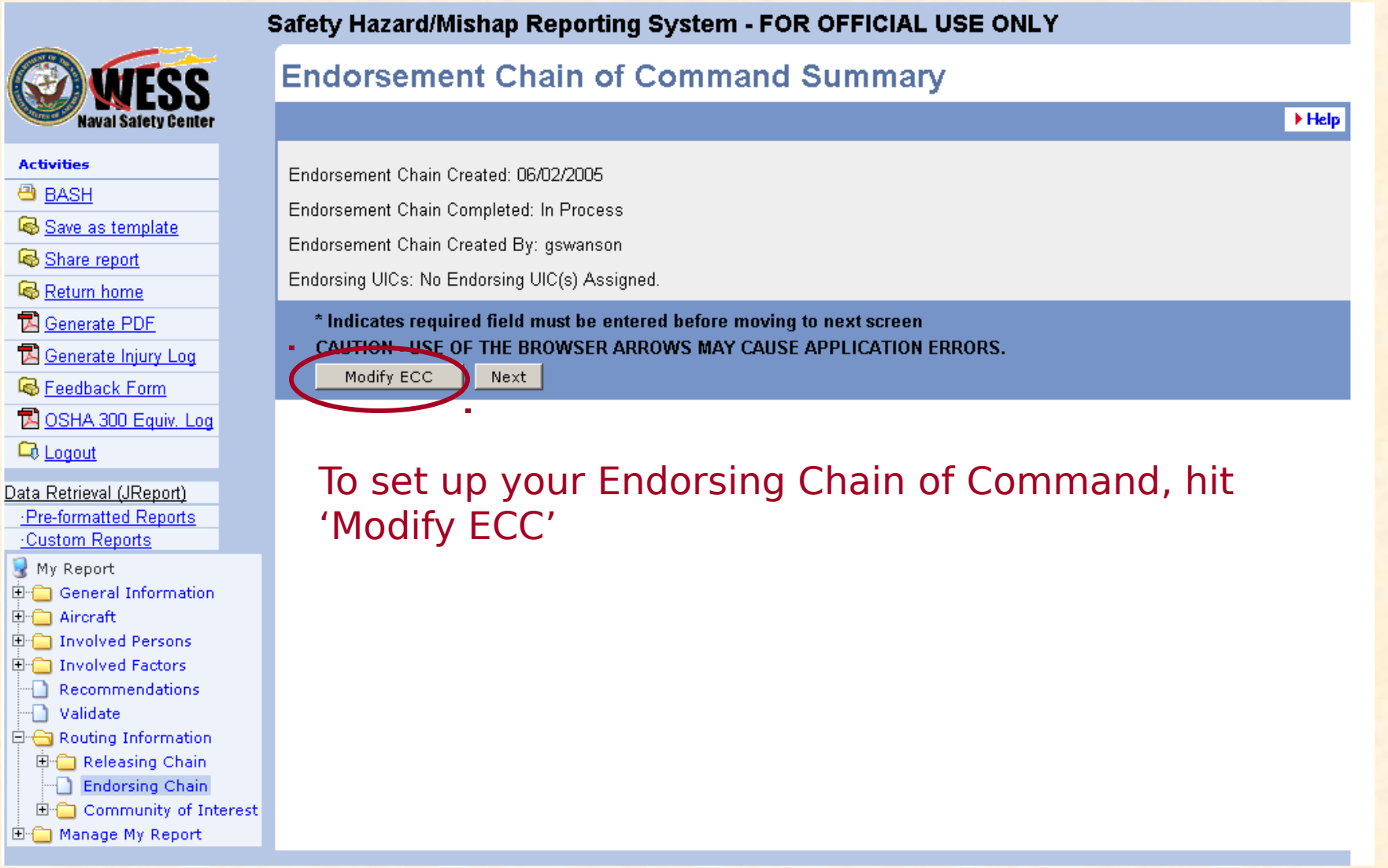


Make sure your COI choice(s) show up on this screen, and when you're done, hit 'Next'

Step 4: Endorsements

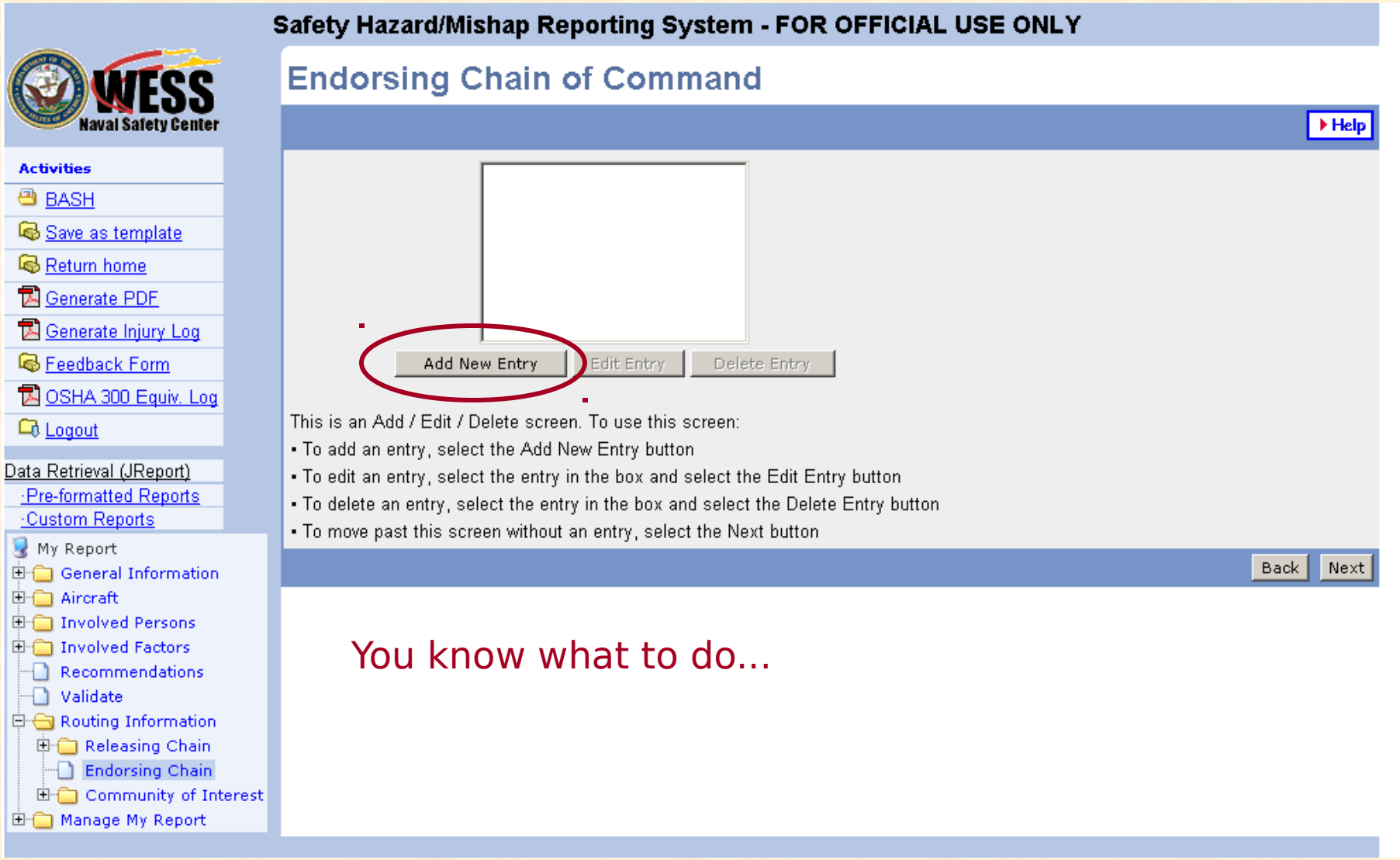
If your HAZREP requires endorsements, choose Step 4 from the above links.

Next Step



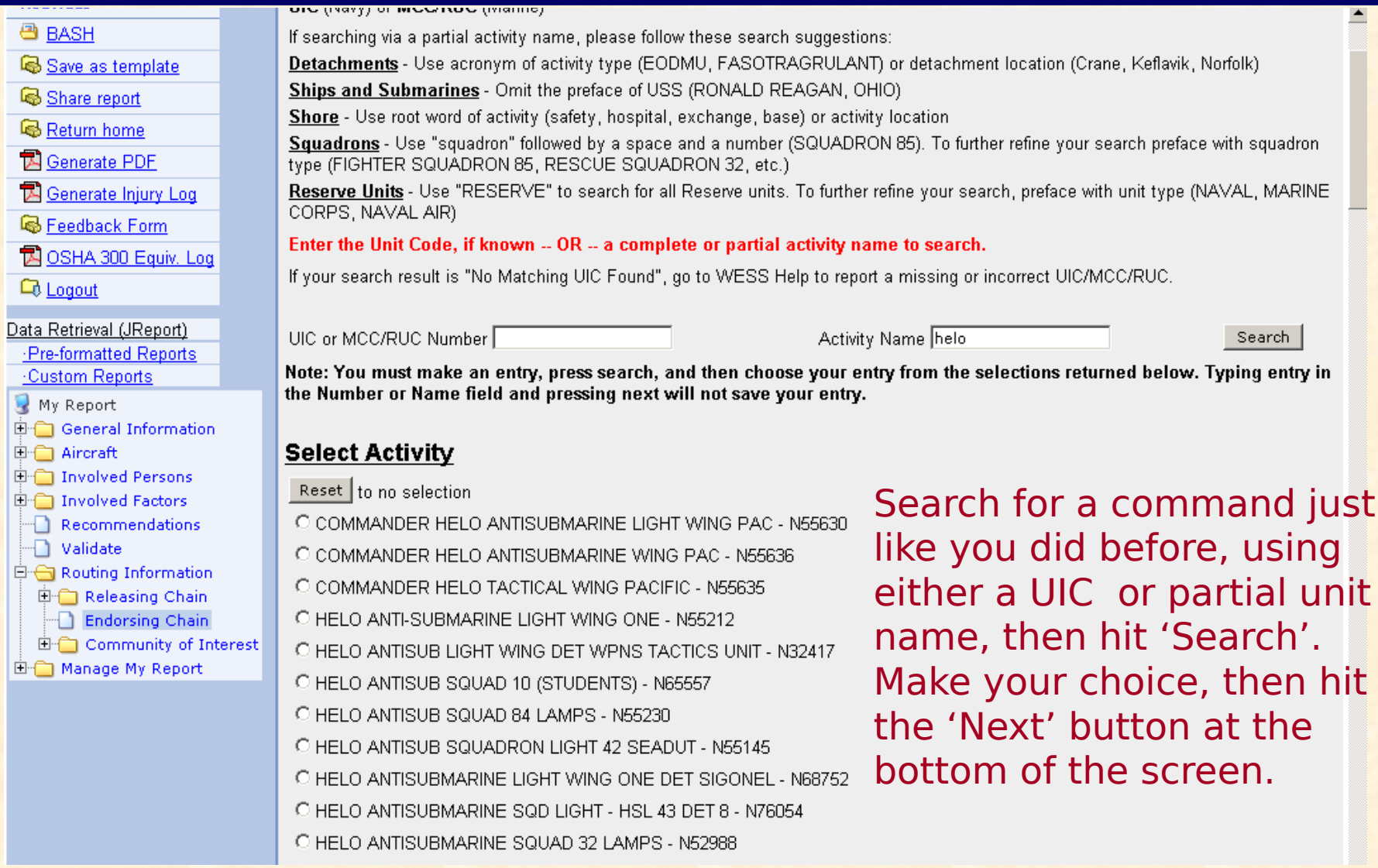
To set up your Endorsing Chain of Command, hit ‘Modify ECC’

Look Familiar?



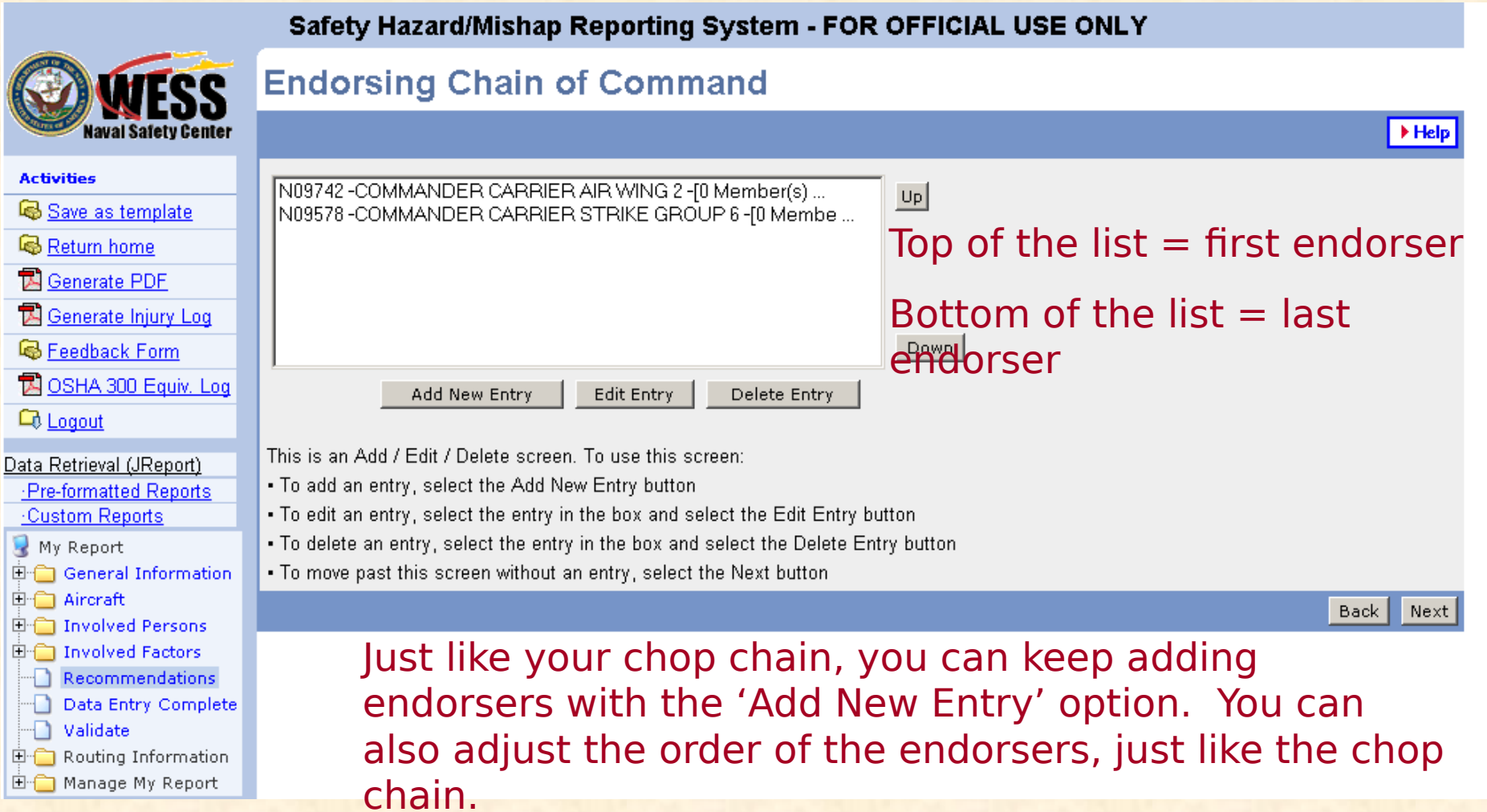
You know what to do...

How to search



Search for a command just like you did before, using either a UIC or partial unit name, then hit ‘Search’. Make your choice, then hit the ‘Next’ button at the bottom of the screen.

Adjusting the Endorser List



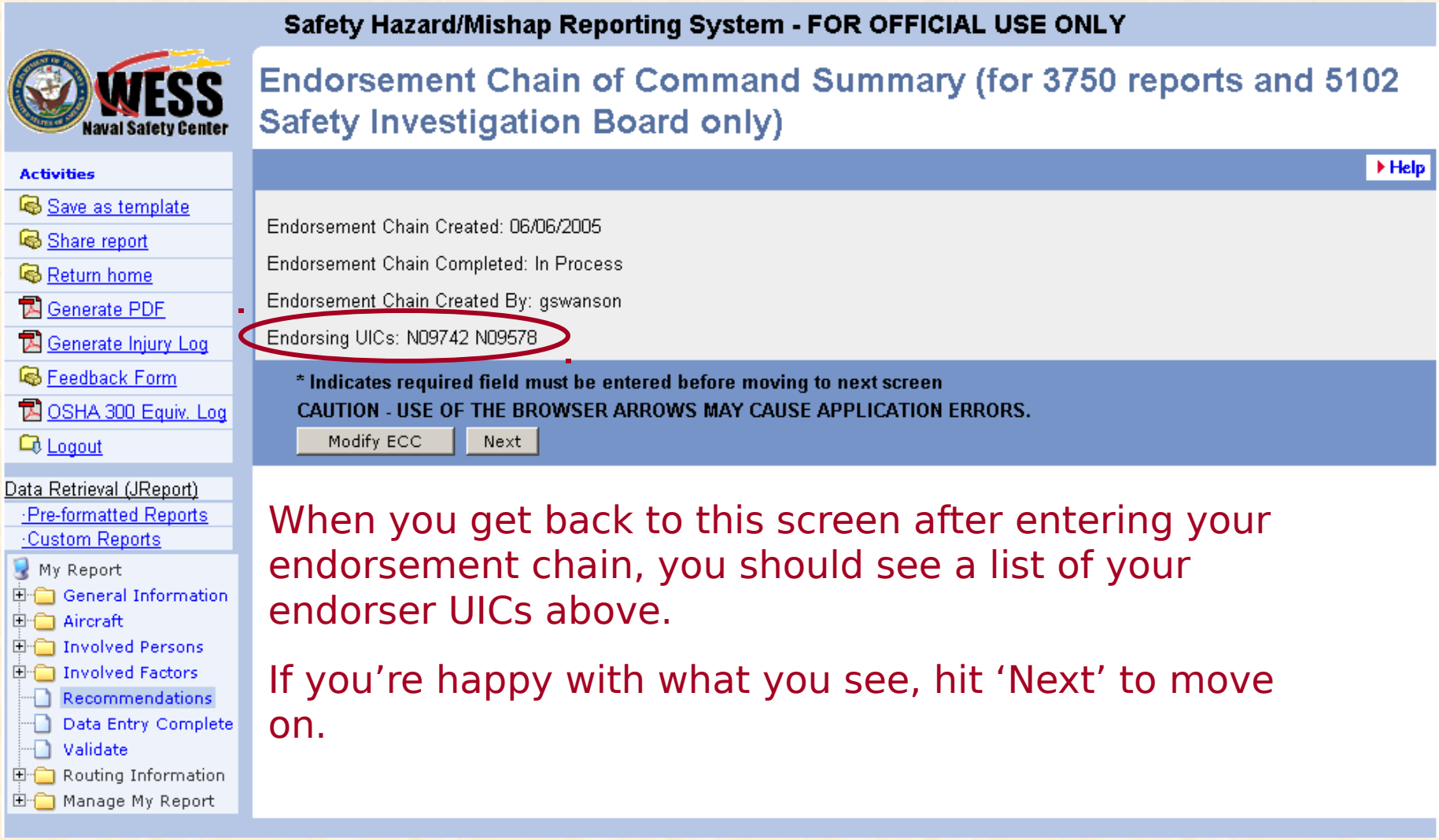
Top of the list = first endorser

Bottom of the list = last endorser

Just like your chop chain, you can keep adding endorsers with the ‘Add New Entry’ option. You can also adjust the order of the endorsers, just like the chop chain.

Hit ‘Next’ to move on.

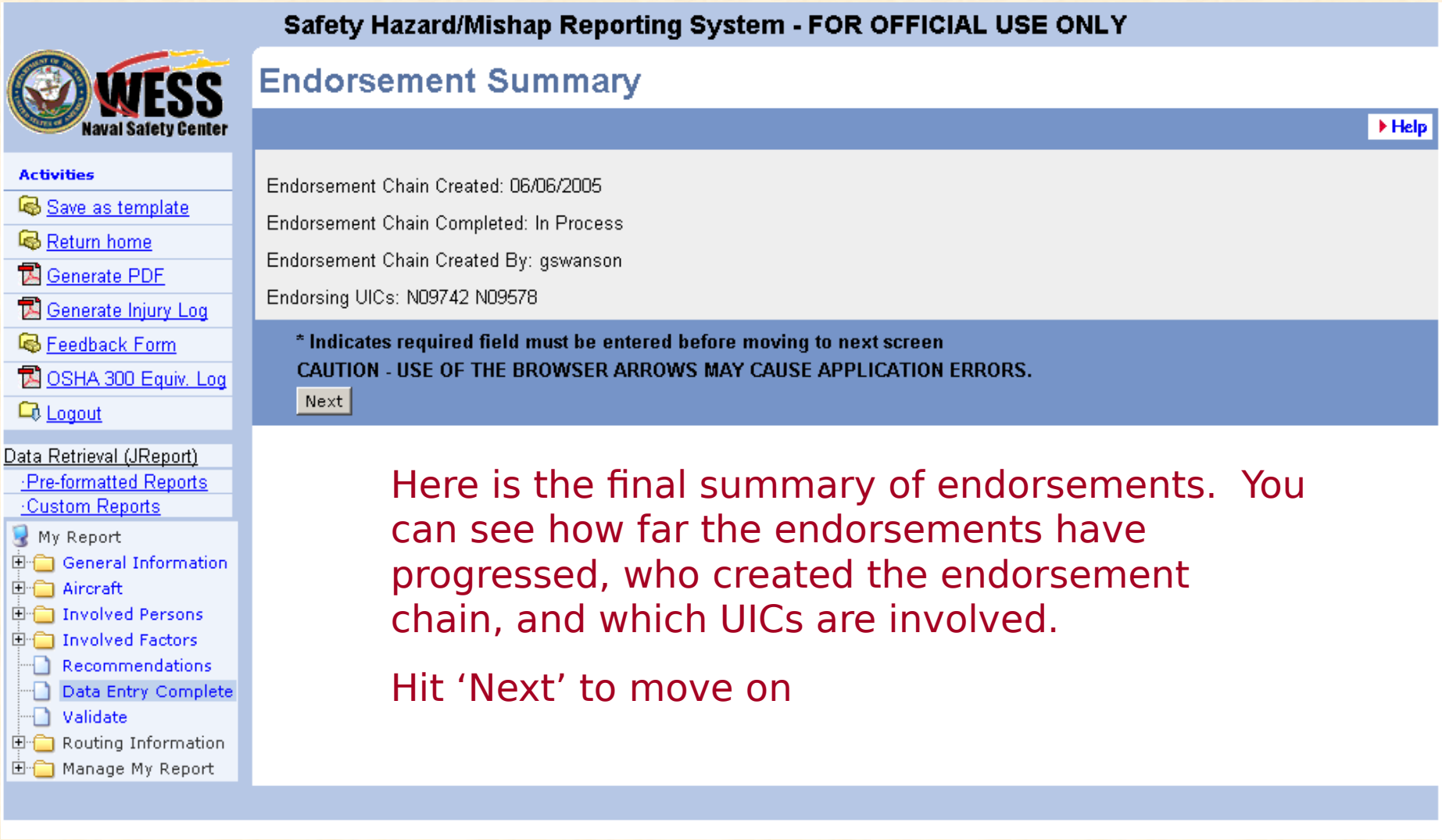
Check your work



When you get back to this screen after entering your endorsement chain, you should see a list of your endorser UICs above.

If you're happy with what you see, hit 'Next' to move on.

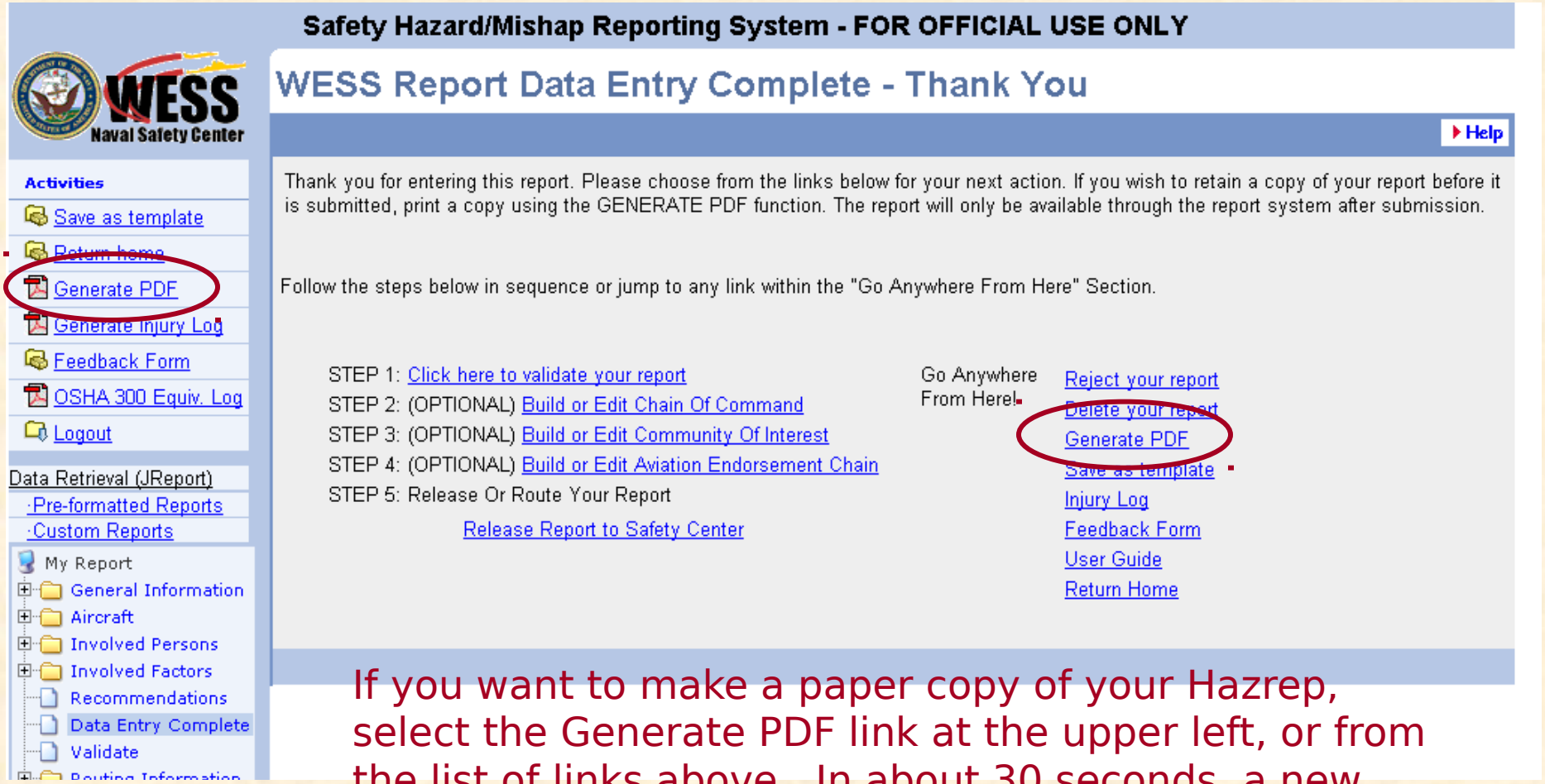
Endorsement Summary



Here is the final summary of endorsements. You can see how far the endorsements have progressed, who created the endorsement chain, and which UICs are involved.

Hit ‘Next’ to move on

How to make a paper copy



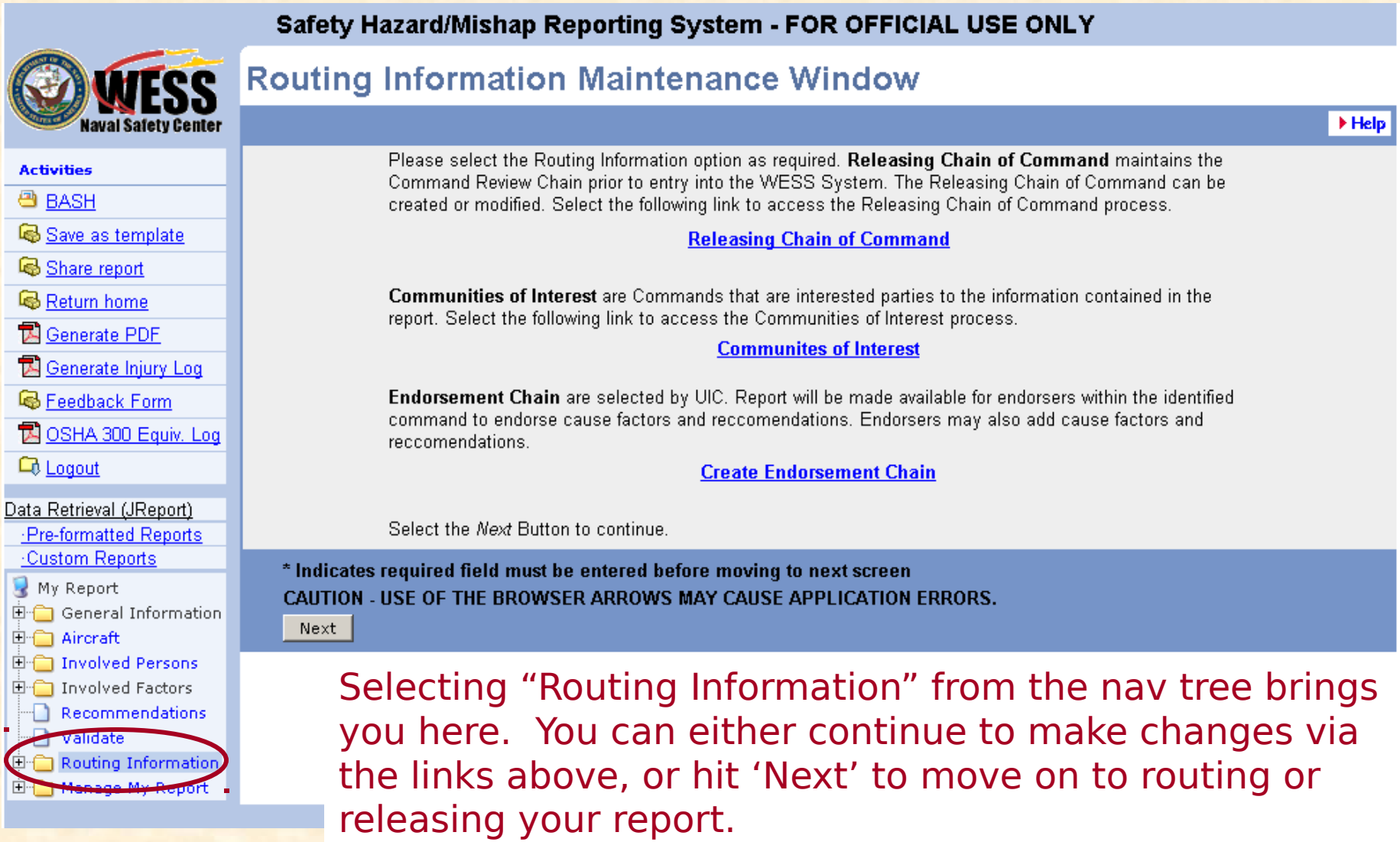
If you want to make a paper copy of your Hazrep, select the Generate PDF link at the upper left, or from the list of links above. In about 30 seconds, a new window will open with a printable PDF document.

Send it out!

To start the chop chain process, hit the ‘Route to Chain of Command’ blue link.

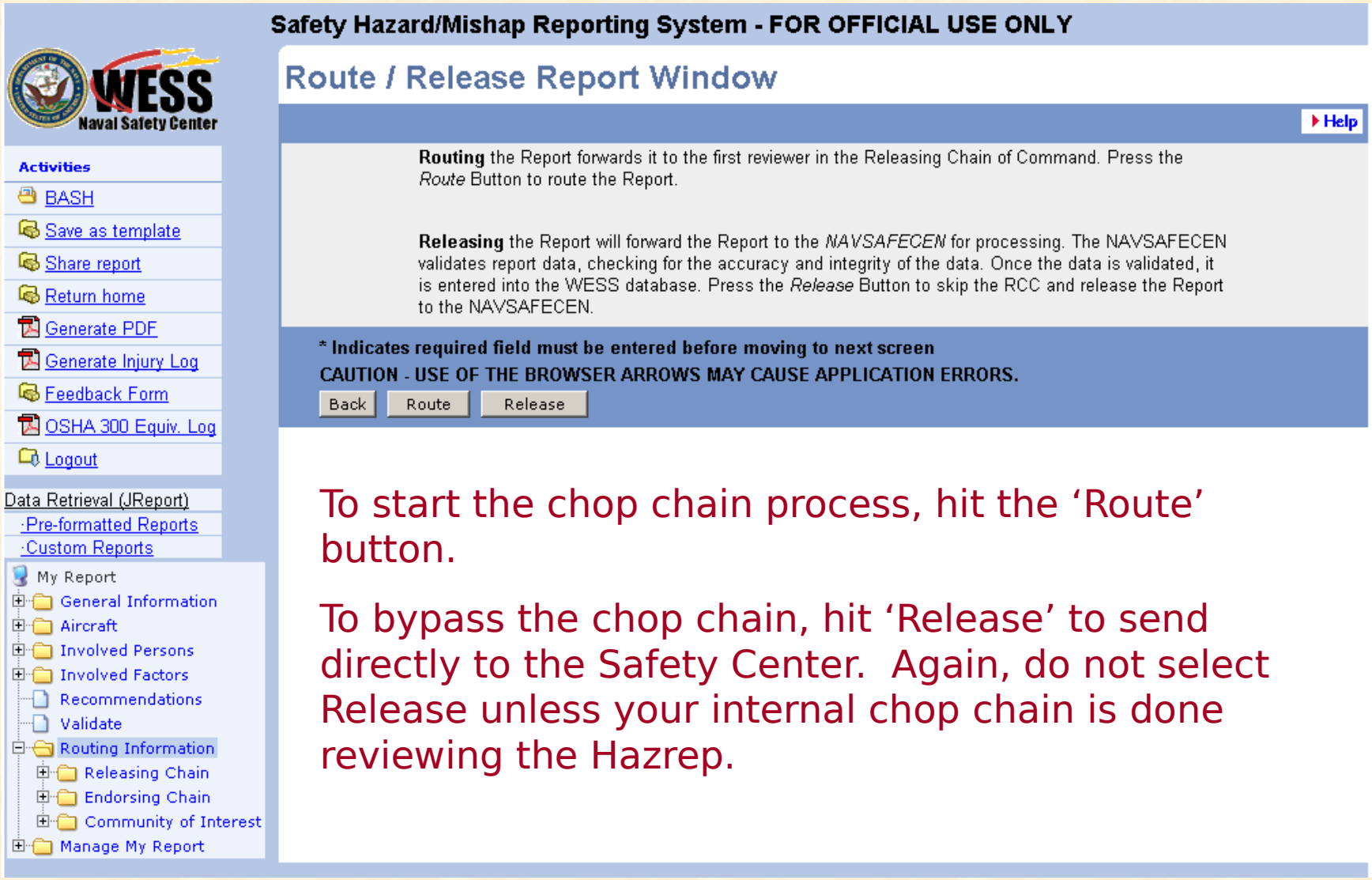
“Release Report to Safety Center” will send your Hazrep directly to the Safety Center and they will kick off the endorsement process. Do not select this link unless your entire chop chain is happy with the contents of the Hazrep.

Another way to Route



Selecting “Routing Information” from the nav tree brings you here. You can either continue to make changes via the links above, or hit ‘Next’ to move on to routing or releasing your report.

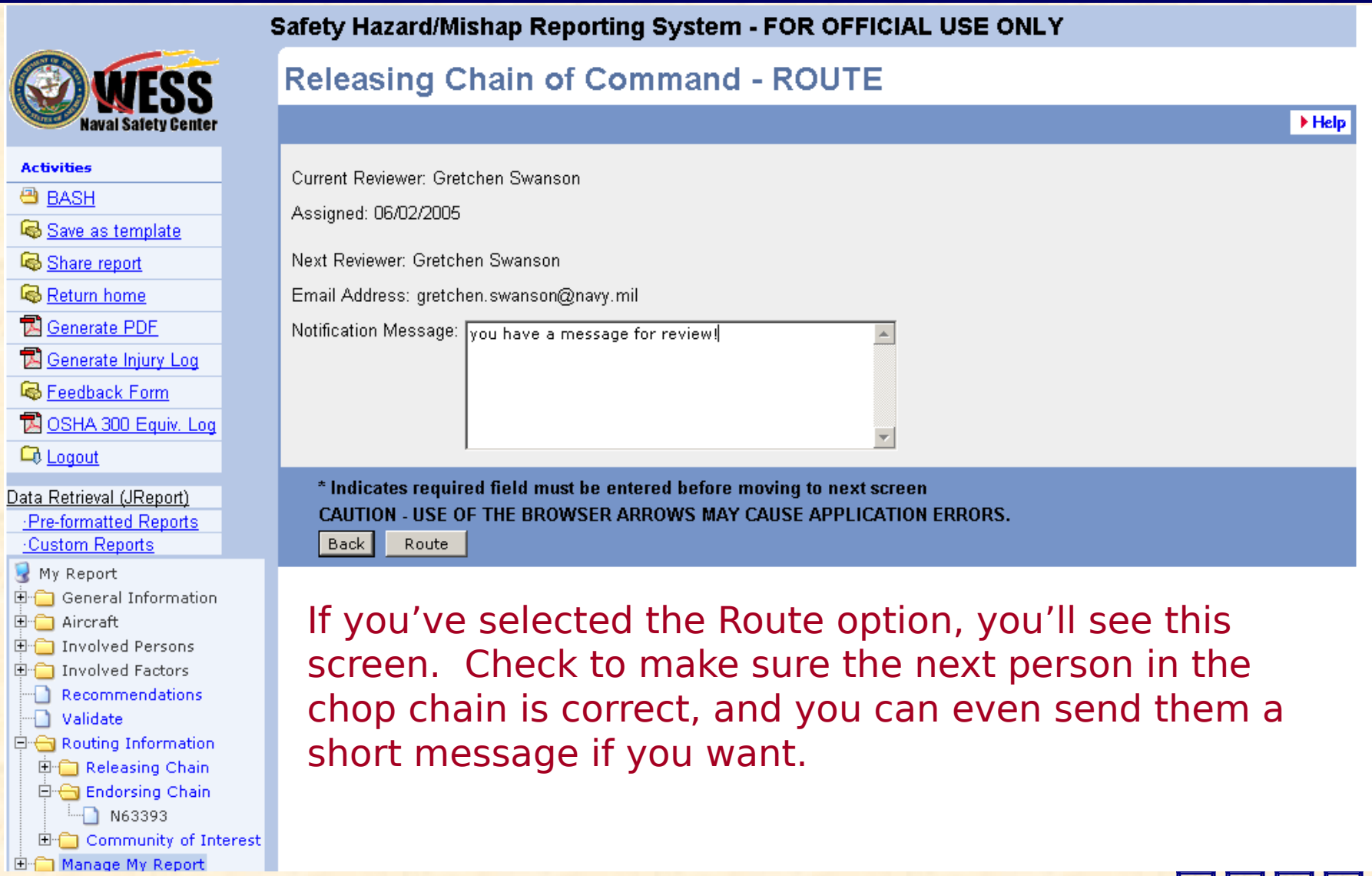
Alternate Plan B for routing



To start the chop chain process, hit the ‘Route’ button.

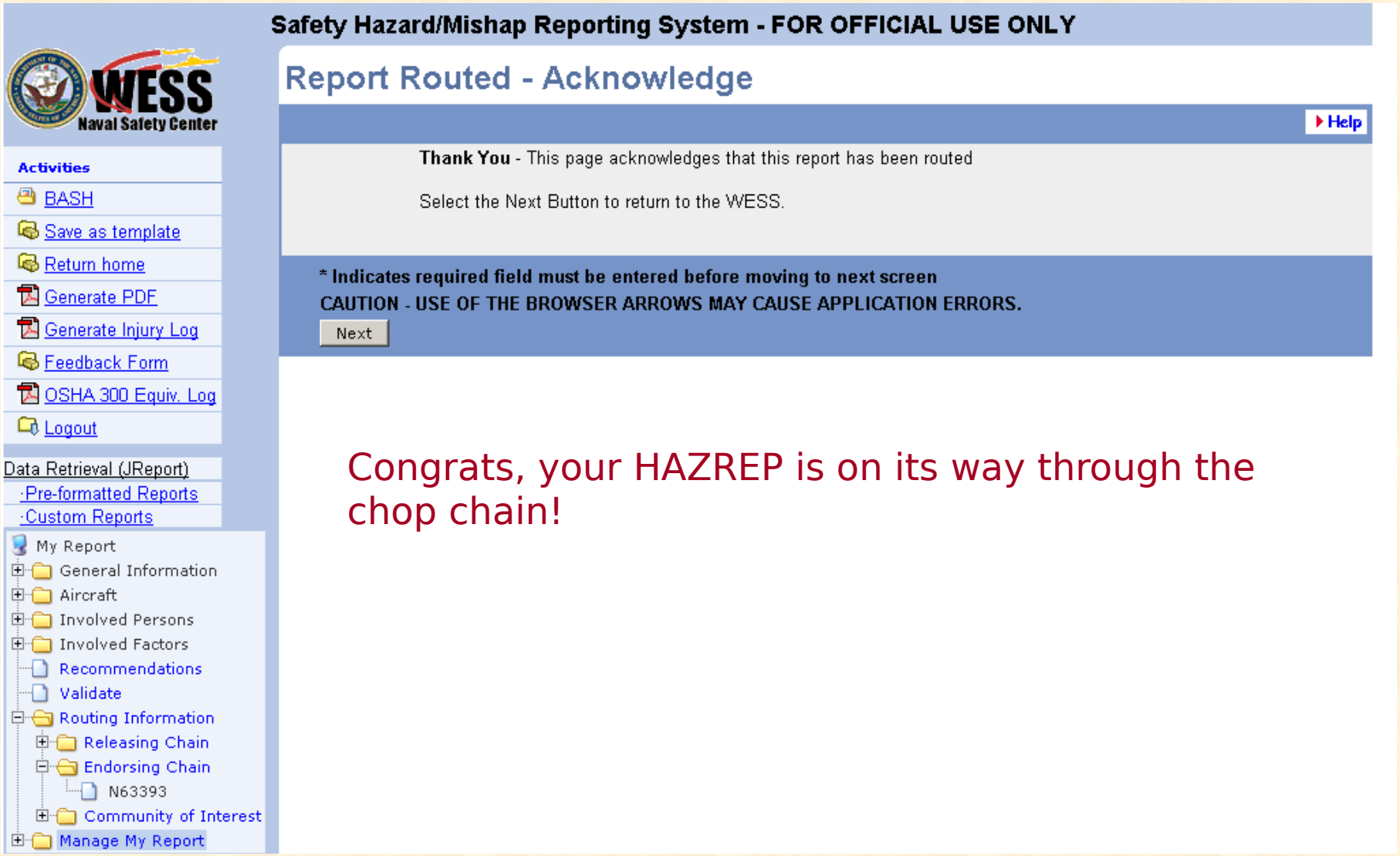
To bypass the chop chain, hit ‘Release’ to send directly to the Safety Center. Again, do not select Release unless your internal chop chain is done reviewing the Hazrep.

You opted to Route it



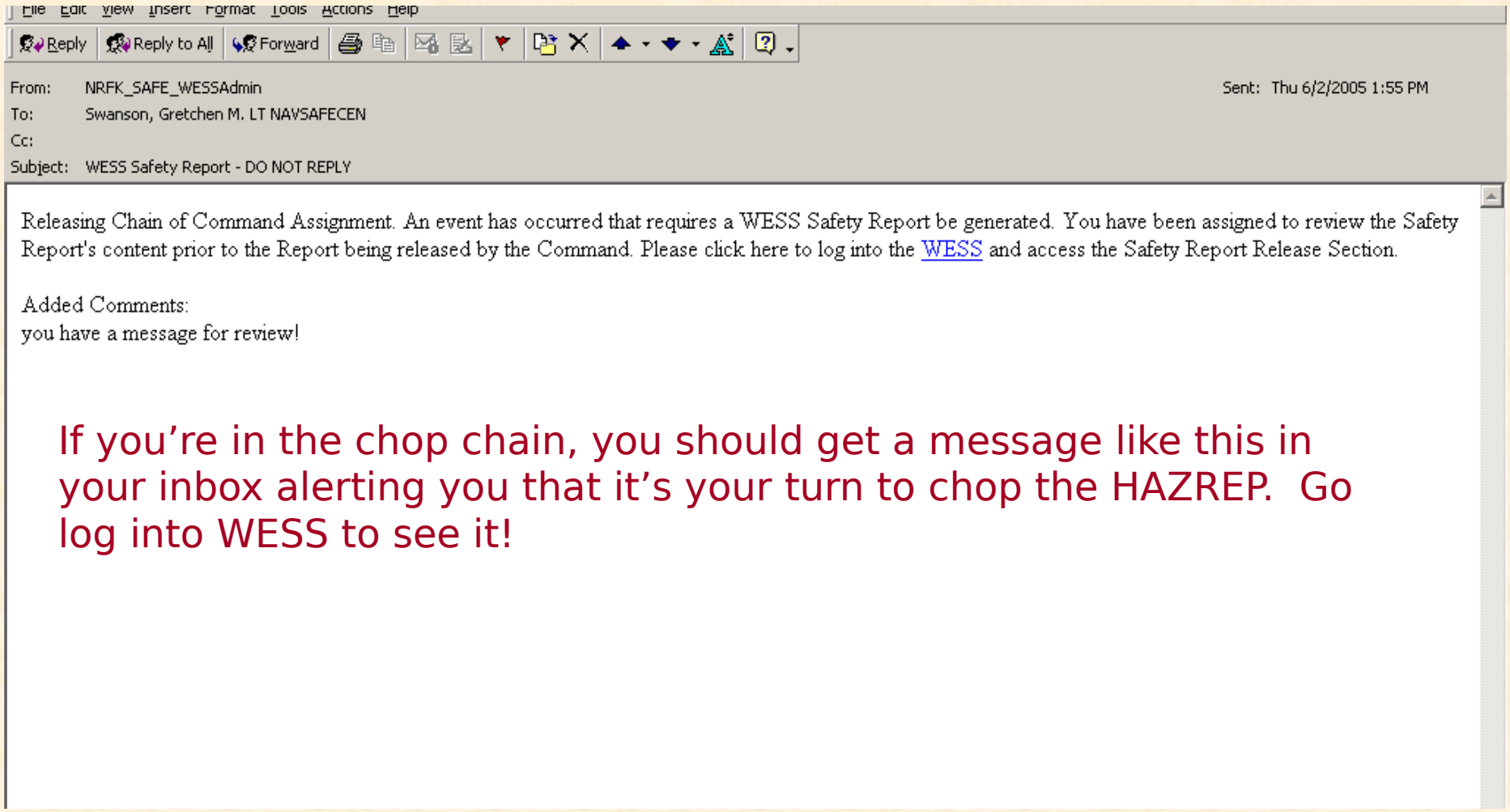
If you've selected the Route option, you'll see this screen. Check to make sure the next person in the chop chain is correct, and you can even send them a short message if you want.

Success!



Congrats, your HAZREP is on its way through the chop chain!

You're in the chop chain


File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

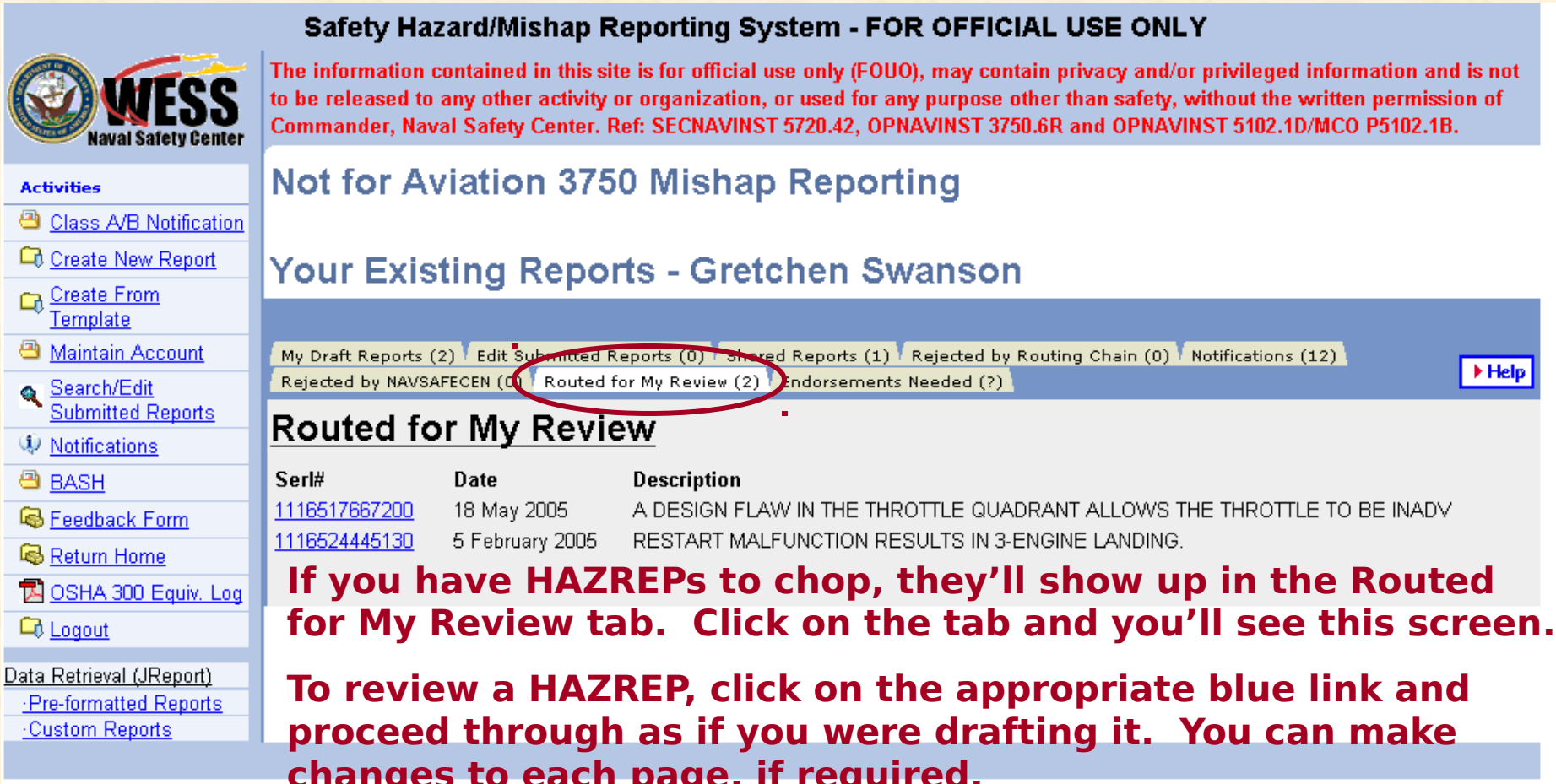
From: NRFK_SAFE_WESSAdmin
Sent: Thu 6/2/2005 1:55 PM
To: Swanson, Gretchen M. LT NAVSAFECEN
Cc:
Subject: WESS Safety Report - DO NOT REPLY

Releasing Chain of Command Assignment. An event has occurred that requires a WESS Safety Report be generated. You have been assigned to review the Safety Report's content prior to the Report being released by the Command. Please click here to log into the WESS and access the Safety Report Release Section.

Added Comments:
you have a message for review!

If you're in the chop chain, you should get a message like this in your inbox alerting you that it's your turn to chop the HAZREP. Go log into WESS to see it!

To chop a message

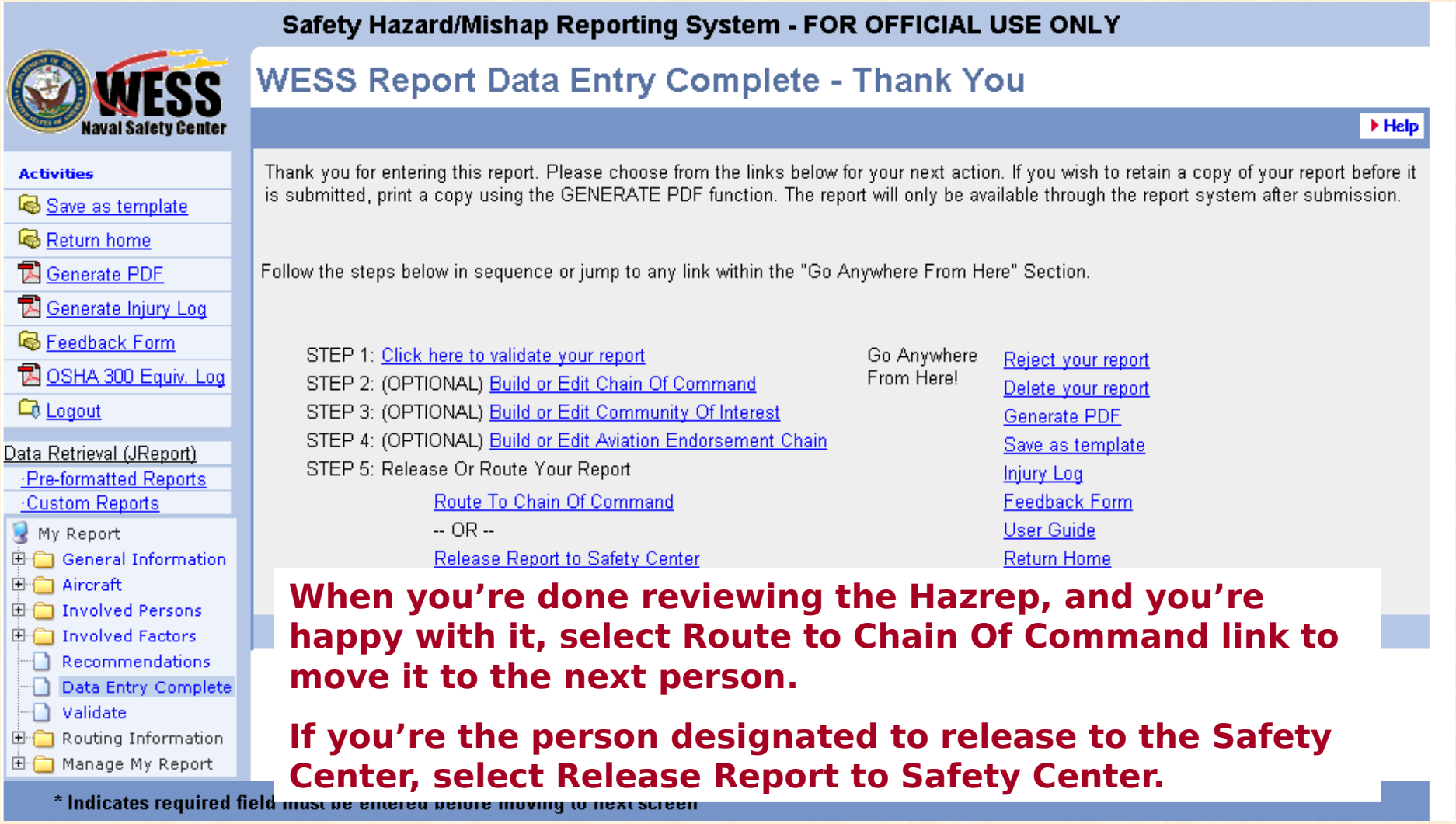


If you have HAZREPs to chop, they'll show up in the Routed for My Review tab. Click on the tab and you'll see this screen.

To review a HAZREP, click on the appropriate blue link and proceed through as if you were drafting it. You can make changes to each page, if required.

At the end, you'll have the option to route it to the next person, and so on...

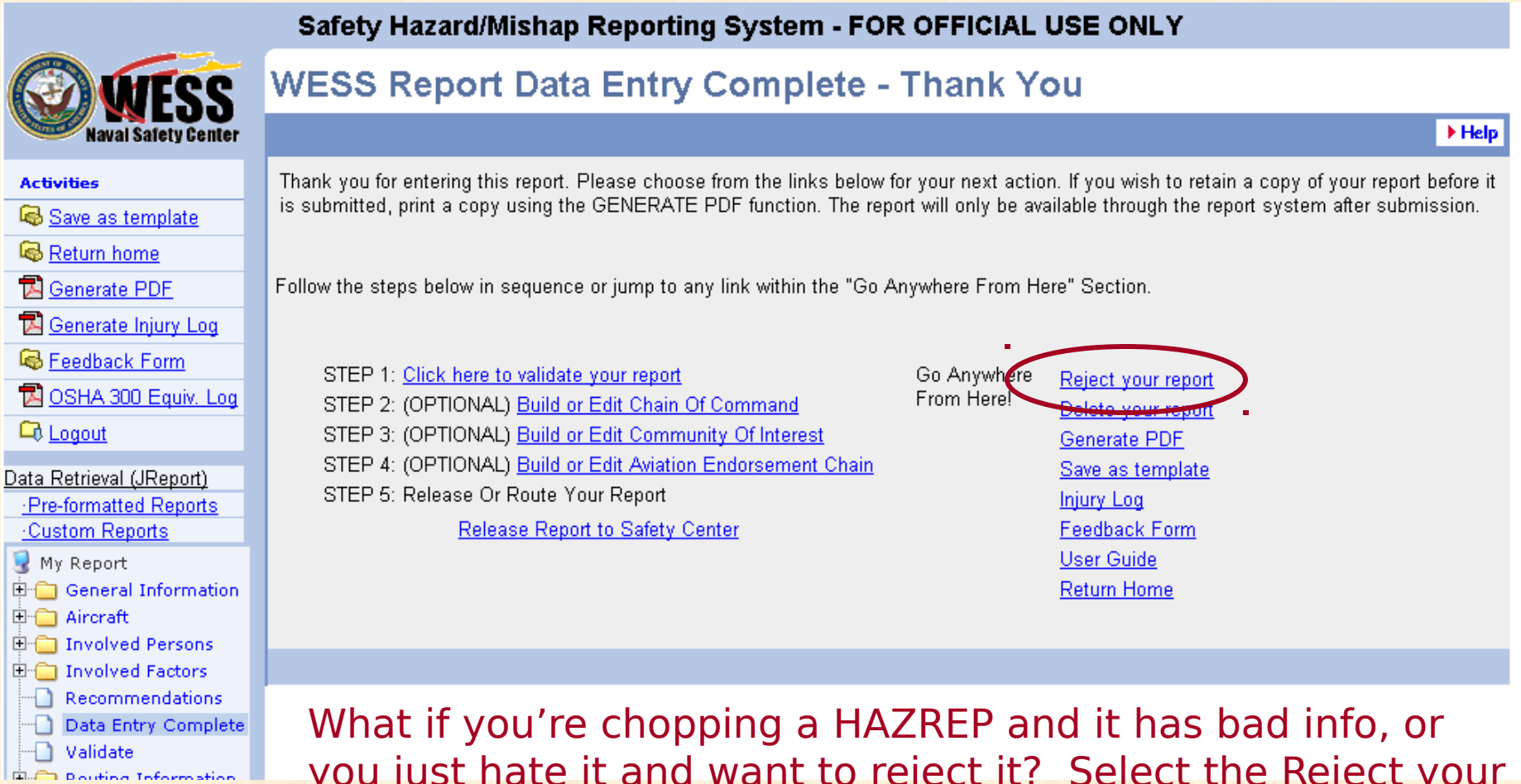
Route to the next person



When you're done reviewing the Hazrep, and you're happy with it, select Route to Chain Of Command link to move it to the next person.

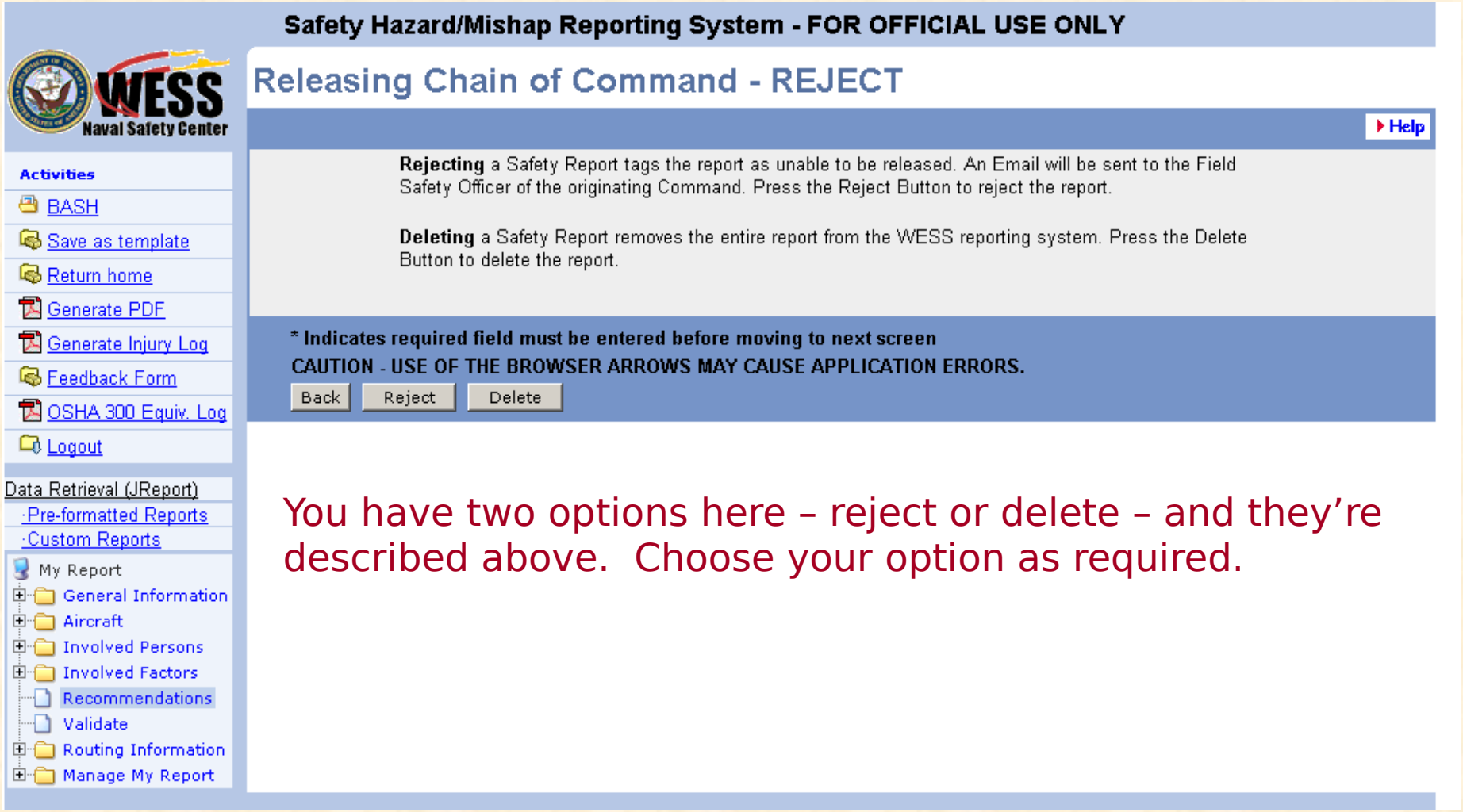
If you're the person designated to release to the Safety Center, select Release Report to Safety Center.

This message sucks!



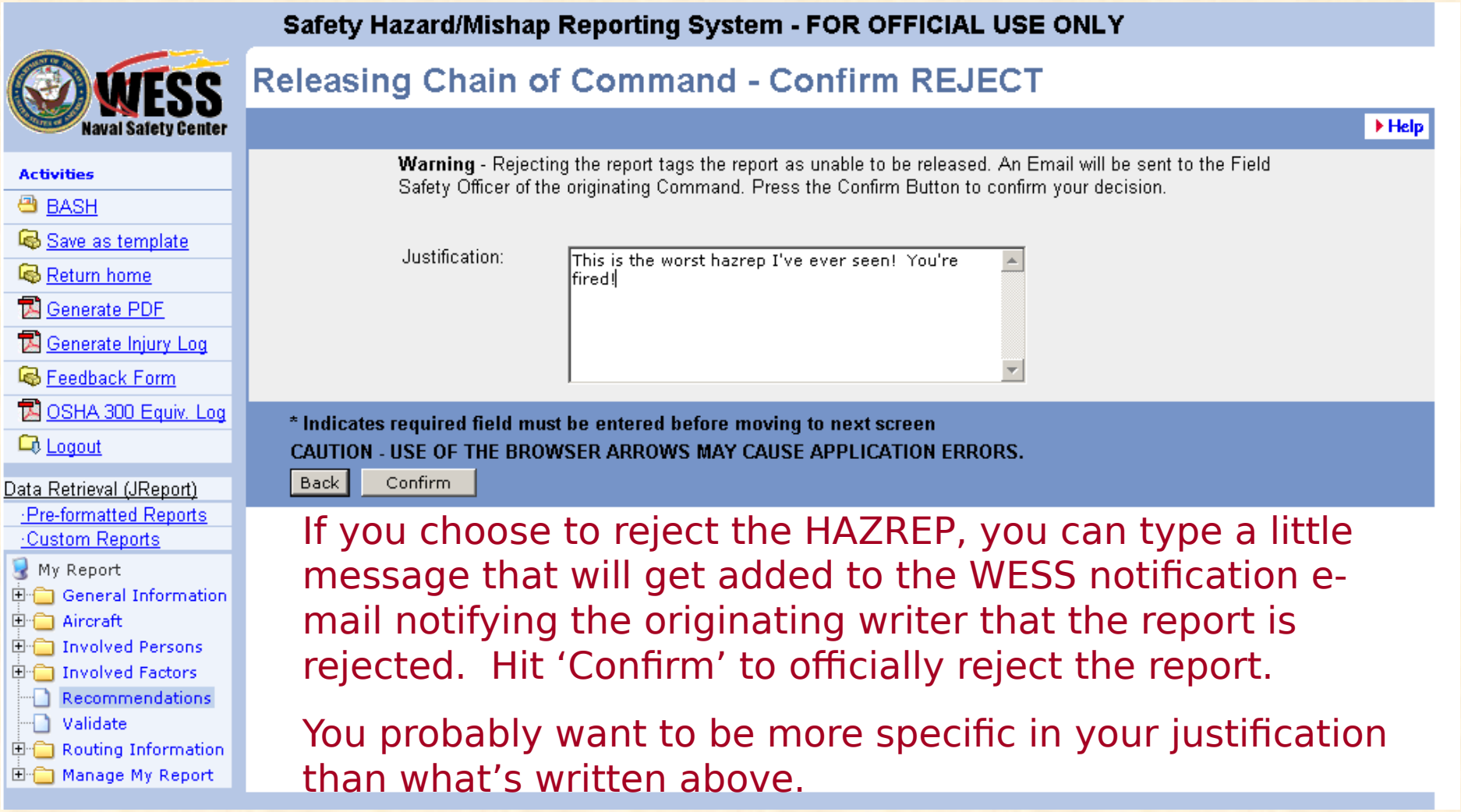
What if you're chopping a HAZREP and it has bad info, or you just hate it and want to reject it? Select the Reject your Report option above!

Rejection, part II



You have two options here – reject or delete – and they're described above. Choose your option as required.

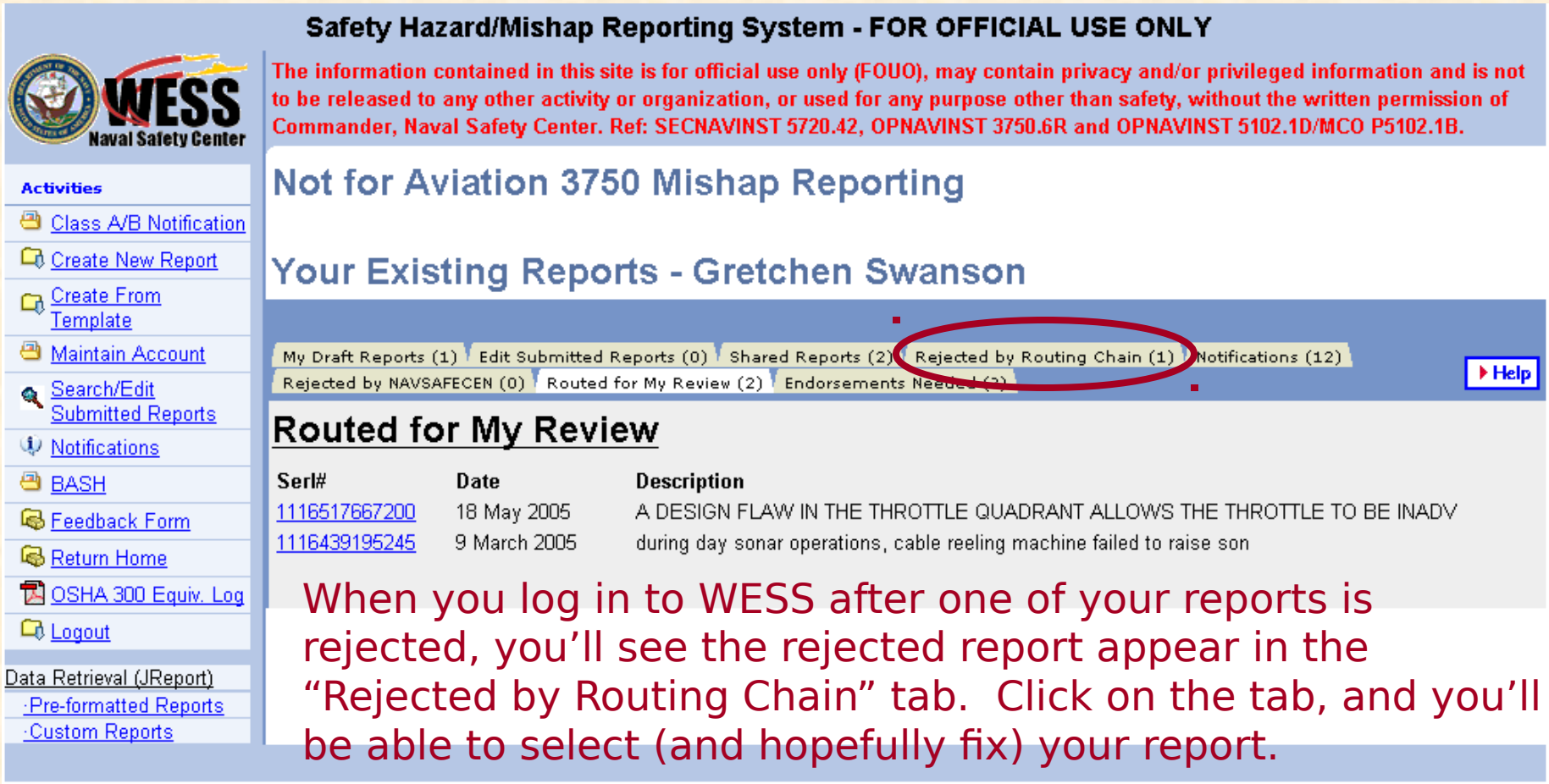
Rejection, part III



If you choose to reject the HAZREP, you can type a little message that will get added to the WESS notification e-mail notifying the originating writer that the report is rejected. Hit 'Confirm' to officially reject the report.

You probably want to be more specific in your justification than what's written above.

You've been Rejected!



When you log in to WESS after one of your reports is rejected, you'll see the rejected report appear in the "Rejected by Routing Chain" tab. Click on the tab, and you'll be able to select (and hopefully fix) your report.

For more info on Aviation WESS

- Part 6 of the users guide tells you how to create a template for future Hazreps, so that you don't have to re-enter info that stays the same from report to report (e.g. aircraft type, chop chain, endorsement chain, etc)
- Part 7 describes how to endorse a Hazrep, in the event you're in a billet that requires you to do that.